

Job Title: Trainer/Consultant

About Us

MDF West Africa Limited (MDF West Africa) is a training and management consultancy firm that is registered in Ghana and commenced business in May 2009. MDF West Africa serves global and local clients in any of the West African countries and beyond. With a core staff of 28 professionals, supported by a network of 25 associated trainers/consultants, MDF West Africa is a multi-project organisation implementing approximately 15 projects simultaneously.

MDF West Africa is a fully owned local subsidiary of MDF Training & Consultancy BV that has been building the capacity of individuals, organisations, and networks since 1984 with the mission of 'empowering people, creating impact'. The Global MDF has offices in the Netherlands, Belgium, Kenya, Ghana, D.R. Congo, Sri Lanka, Vietnam, Bangladesh, Indonesia, Myanmar and project offices in Rwanda, Uganda, and Benin. MDF offers open-subscription training courses, tailor-made training and workshops, and consultancy services in multiple sectors. MDF also provides support to organisations in the design and implementation of project monitoring and evaluation and learning (MEL) processes.

Being part of the MDF Global network and being an independent Ghana-based regional management consulting and training firm, we bring the best of both worlds. We bring over 35 years of global experience in development intervention, project design and program management enriched with our locally gained expertise. We draw upon our extensive experience in implementation of both public and private sector initiatives in developing economies. MDF West Africa can also draw upon expertise from other regions where MDF Global is operating.

Job Description

MDF West Africa is looking for an experienced Trainer/Consultant to join our Training and Consultancy (T&C) Team in the acquisition and execution of assignments across the West Africa region and beyond. The T&C team specialises in the execution of assignments in different thematic areas which include but not limited to Training and Advisory Services in Organisational development i.e. organisational analysis, strategic mapping/planning, team building, human resource management, financial management, gender mainstreaming, resource mobilisation/proposal writing; Personal Effectiveness i.e. leadership, people management and communication skills, Training of Trainers, group facilitation techniques; Network and partnership management i.e. lobby and advocacy, business development services, network management.

The ability of the MDF Team to implement assignments that cut across different thematic areas allows the cross-fertilization of resources and ideas, generating optimal service to clients.

Within this role, you will have the opportunity to work with a variety of clients and travel within the West Africa region. You will be part of the international MDF network and therefore work with and learn from colleagues from Africa, Europe, and Asia.

MAIN TASKS AND RESPONSIBILITIES

A. Acquisition of Assignments

- Acquire assignments for MDF West Africa within the MDF network.
- Identify, follow-up and respond to training & consultancy opportunities with clients in the West African region.
- Analyse and understand clients request for service via an existing terms of reference/request for proposal and/or direct contact via phone, intake meetings (visits), and or email.
- Steer the proposal writing process together with the project team.
- Come-up with strategies and write how you would approach the assignment i.e., methodological approach, methods used, workplan, budget, team composition etc.
- Developing timelines for acquisition to ensure the right input and quality control.
- Represent MDF during functions and participate in formal and informal gatherings to build a network of clients and partners.

B. Execution of Assignments

- Execute consultancies, open entry, and tailor-made training assignments in the core competencies identified above. We are particularly looking for expertise in two or more of the above-mentioned competencies of MDF.
- Take the lead on your projects and steer a team of 2 to 5 colleagues/partners during execution of assignments.
- Maintain client and partner contact during execution and contracting of assignments i.e., process management. You are the focal person for the client and take responsibility for your projects.
- Report (verbally and in writing) on your projects to all stakeholders. Lead the (baseline, mid-term and final) report-writing process and ensure report quality.
- Maintain client and partner relationships.

NEEDED COMPETENCIES

A. Technical Competencies and Professional Experience

- Project planning & formulation, monitoring and conducting external evaluations, as well as network and partnership management including lobby & advocacy are explicit advantages.
- Management expertise within projects, programmes, teams, or organisations i.e., steering people, client management, financial management, knowledge management.
- Strong skills in proposal writing and preparing reports i.e., clear, to the point, in-depth, fluency in English, timely, understanding client needs.
- Strong data collection, analysis, and processing skills i.e., data gathering via interviews, focus-group discussions, checklists and analysing situations, documents, data sheets.
- Previous consultancy and advisory expertise, individually or as part of an organisation/firm.
- Strong participatory training and presentation skills/expertise (both offline and online). Confidence standing in front of a group of people (4-25 people) with an international profile.
- Excellent presentation skills. You are comfortable in front of a group (4-25 people) with an international profile.
- Ability to maintain client relationships and networking.
- Able to handle administrative, communication, and knowledge management technologies – i.e., Microsoft 365 suite, e-mail, Adobe, Skype, LinkedIn, and more.
- Fluency in English – both spoken and written. Knowledge of French is a plus.

B. Personal/Social

- Service-and-client-oriented.
- Proactive/take initiative, business driven, professional, cosmopolitan.
- Team player, flexible, goes the extra mile, not a 9 to 5 mentality.
- Strong communication skills (both verbal and written) on a regional and international level via email, phone and face-to-face i.e., respectful, business-oriented, broad vocabulary, understanding of cultures and customs.
- Work independently, take responsibility to the team and clients, practical approach.
- Able to deal with productivity and turnover targets.
- Interested in learning and improve and improving yourself.
- International and/or West African work expertise.
- Interested in management for development.

How to Apply

- The position is on a full-time basis (40-hour work week).
- Submit your application to **mdfwa@mdf.nl** with a copy to rye@mdf.nl, using the subject: **Application for Trainer/Consultant** before the **30th of September 2022** (11:59 PM GMT). Applications received after this date will not be considered.
- Your application should include the following:
 - A cover letter (maximum two pages), outlining your interest, motivation, and qualifications for the position.
 - Your CV (including two professional references).
 - A sample of relevant work.
- An assessment and reference check will be part of the interview process.
- No relocation funds are available for this position.
- We encourage ECOWAS nationals to apply.
- MDF is an equal opportunity employer, and our hiring policy is based on merit and qualifications. We encourage qualified women and men to apply.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED WITHIN THE SELECTION AND INTERVIEW PERIOD THAT ENDS ON THE 14TH OF OCTOBER 2022.