KOTO stands for Know One Teach One. KOTO is a Vietnamese social enterprise specialising in providing at-risk and disadvantaged youth in Vietnam an opportunity to undertake a 24-month holistic hospitality training program. KOTO is based in Hanoi and has supported more than 1,000 graduates to end the cycle of poverty and truly empower our trainees to realise their dreams.

Mission Statement:

To empower at-risk youth to pursue lives of dignity by providing life-skills, training and opportunity.

Vision Statement:

As a social enterprise we strive to provide positive permanent change for at-risk and disadvantaged youth through the transformative power of social enterprise.

KOTO Value Statement:

We perform always to the highest of standards for all our customers and we do this to the best of our ability and respectfully.

Respect - Performance - Customer Centric

KOTO FOUNDATION
Training Centre
11/670 Ha Huy Tap Street (Dinh Xuyen), Yen Vien, Gia Lam, Hanoi
Tel: +84 4 3718 4573
http://www.koto.com.au

KOTO ENTERPRISE
KOTO Villa
22G, 31/46 Xuan Dieu, Tay Ho , Ha Noi
Tel: +84 4 3747 0337
Email: customerservice@koto.com.au

Position Description:

Human Resources - Training & Development Manager

Objective:

The Training and Development Manager plays an important role in the Human Resources Department and manages all aspects of that planning and implementation of staff training and developments at KOTO. This position will identify the training and development requirements, creation of training programs and finding suitable training and professional development programs through internal and external network to continue develop the human capacity of KOTO's workforce.

Reporting Structure:

This position reports directly to HR Director

Key Working Relations:

Internal: HR executives, trainees and all KOTO staff

External: Customers, volunteers, suppliers, industry partners, service providers/agencies, and other external stakeholders

Responsibilities:

The Training and Development Manager will:

- Assisting HR Director in analyzing training needs, planning, designing, developing, implementing and evaluating training courses.
- Setting training and development objectives that meets the company's human resource development strategy.
- Evaluating training outcomes and designing solution for improvement.
- Coordinating with external training providers to arrange delivery of specific training or development programs.
- Take lead in the planning of training and development in consultation with the HODs and HRD.
- Develop training materials and assess external training packages that are engaging and support internal learning and development.
- Deliver and oversee the training courses of individual or group of employees when appropriate

- Motivate and provide feedback on employees' progress based on their professional development outcomes.
- Identify opportunities to partner with external training providers that creates value to KOTO and its employees
- Handle engagement activities.
- Other duties as directed

Qualifications/Experience:

- Qualification in Human Resources Management
- Qualification in Training and Education
- 3-year work experience in HR, Training and Staff Development area

Well-developed technical skills in the following areas:

- People management
- Well-developed communication skills (written and oral)
- Planning, organising and prioritising
- Leadership

Personal attributes:

- High level of empathy and motivation
- Positive attitude and disposition
- People person (friendly and approachable)
- Passion for KOTO and the development of young people in Vietnam
- A knowledge of social, cultural and economic challenges in Vietnam
- Initiative

Please read Staff Handbook for full conditions of employment and code of conduct

Interested candidates are invited to send their CV to recruitment@koto.com.au