

Position: Programme Coordinator, Training

Classification: Level S1

Vacancy No. : VAcsp0015

Job Summary Statement:

The Programme Coordinator, Training & Projects is responsible for the sale and initial coordination of all face-to-face and online training programmes.

Relationships:

Reports to: Chief Executive Officer (CEO)

Subordinate Staff: None

Other internal contacts: Development Associates; and Training Facilitators

External contacts: Clients, Development Partners, Training Partners/Affiliates and other external contacts as required.

Development Partners and Management (DPM) International is a training and management consultancy offering services in Project Management, Business Development and Policy Design/Research. We are Jamaica's premier providers of project management training and Jamaica's only Project Management Institute's 'Global Registered Education Provider'

We are seeking to employ a Programme Coordinator. Applicants must be high performing, self-driven professionals who are able to work in a high-paced globalised environment. Minimum qualifications: Masters degree with experience in sales. Experience in project management will be a distinct advantage.

Scope of Work

70% of Staff Time: *Sales and Business Promotion:*

- Undertake innovative and delegated activities to ensure sales targets for relevant programmes are met.
- Coordinate sales/promotional efforts for programmes
- Attend trade shows and similar events to promote the programmes
- Distribute promotional materials to prospective and current clients
- Support the production of content for company promotional material.
- Provide updates for the training pages of the website.
- Support the design of the annual course schedule.

30% of Staff Time: *Training Coordination*

- Undertake initial administrative duties required to register course participants, such as receiving course registration forms, contracting trainers; and booking training venue.

Profile of Programme Coordinator

- Dynamic personality
- At least 3 years experience in a similar position.
- Masters Degree from a reputable Tertiary institution (*suitable combination of experience and education will be considered*)
- Experience in sales and marketing
- Experience/knowledge of project management
- Ability to plan and coordinate events and meetings
- Able to effectively coordinate a number of tasks simultaneously
- Able to work effectively within a team environment and on own initiative
- Ability to manage a varied workload with minimal supervision
- Demonstrated ability to work well under pressure
- Demonstrates effective written and oral communication skills
- Able to work with all levels of organisations and professional status
- Demonstrates initiative and problem-solving skills
- Contributes to the successful completion of initiatives
- Knowledge of MS Excel, Word and other computer systems

To apply, send application letter and CV to register@dpminternational.com by **February 14, 2010**. We thank everyone who applies for this position, however, due to the anticipated volume of applicants, we will be contacting only shortlisted candidates. No phone calls please

DPM International - Awarded for *Sterling Contribution to Project Management in Jamaica*