

Hospitality & Catering Training Centre (HCTC)
Mae Sot, Thailand
PARTNERSHIP & CAREER PROGRAM MANAGER

CONTEXT

The Hospitality and Catering Training Centre (HCTC) is a vocational training centre based in Mae Sot, Thailand. The HCTC provides education to young Karen adults from underprivileged rural communities along the Thai-Myanmar border. The Tak Border Child Assistance Foundation (TBCAF) and its partner organization, the Institut Europeen de Cooperation et Developpement (IECD) started the project in 2009 to fill the gap in educational opportunities accessible to disadvantaged youth from the Karen communities. Its mission is to promote their social and professional integration in Thai society.

Every year, the HCTC welcomes 60 to 65 border students aged 16 to 23 years old (30/35 students per year group) and trains them for 2 years in the 4 main areas of Hospitality & Catering: Kitchen, Service, Housekeeping and Bakery. To foster students' integration and independence, the HCTC provides them with useful life skills and English, enabling them to grow as responsible and caring adults who will play a role in their communities' development.

Link to Facebook: www.facebook.com/hctcmaesot/

HIGHLIGHTS

- Responsible for networking, events organising and partner relationships, with Director supervision.
- In charge of the whole internship, job integration and alumni projects.
- Media & communication planning for the school side.
- Project strategic planning & development.
- Short courses management.
- Budget prioritization.

KEY RESPONSIBILITIES WILL INCLUDE :

- Manage all internship projects, ensuring 100% job placement for graduates each year, and organising alumni follow-ups and events, including career readiness through Work Life teaching.
- Identify and maintain relationships with key partners, enhancing industry-related events and workshops.
- Collaborate with the Director in strategic planning to improve internship, job placement, and alumni projects.
- Expand and strengthen HCTC's network of high-quality professional and financial partners,

supporting when needed with proposals and reporting.

- Manage Short Courses for external beneficiaries, together with the Operations Manager and Director.
- Lead the Graduation Ceremony, supported by the Academic Manager and team.
- Ensure safeguarding measures are implemented at all times and communicated to all professional partners.
- In charge of budget management for the key projects of the position.

TEAM MANAGEMENT

Act as part of the Management Committee, be part of the decision-making for the overall project:

- Lead the development and training of the team (design training plans or integration plans for junior employees, and key people in the organisation, & organising capacity building training).
- Contribute to the preparation of the team's weekly meeting weekly.
- Contribute to the master planning of the HCTC annual schedule in support of the Director.

Coordinate with the Communication coordinator to post weekly updates on the HCTC social media channels (FB & others).

STRATEGIC DEVELOPMENTS

- Support in the relations with the Technical College of Mae Sot where HCTC students study through an MOU agreement with the government school, which offers an officially recognised diploma.
- Design a program strategy for the HCTC project which enables the programme to increase its recruitment rate, retention rate and job integration rate in the long course (next 5-10 years).
- Providing assessment and evaluation of the current projects to justify the proposed development strategies.
- Design a strategy that enables HCTC to develop its alumni network programme and feed into other IECD developments (TPE, agricultural project, etc...).
- Developing online tracking tools.
- Maintain close and positive relationships with the IECD and TBCAF to ensure regular updates, collaborative work and achieving the common goal of job integration.
- Work closely with IECD to design and implement frameworks and best practices at HCTC and other projects.
- Support in report writing assisting the Director when needed.

STUDENT WELFARE AND SAFETY

- Review possible concerns regarding students in the management meeting and make informed decisions regarding the follow-up and team support needed on a case-by-case basis.

- Ensure safety and rules are followed at all times.
- Work closely with the Management Team to implement a Child Protection and Safeguarding plan with the school partners, including the industry partners.

BUDGET

- Keep an acute understanding of expenses at the school and be able to make informed decisions and prioritize expenses related at the school (at best value-for-money). The HCTC Director remains the final financial validator, but school/education expenses should be first validated by the EMP before it gets finally approved by the HCTC Director.

REQUIREMENT :

- > Experience in the Hospitality Industry is desirable. Knowledge of the industry is essential.
- > Knowledge of the Mae Sot Context and especially Karen ethnic groups along the border.
- > Management or coordination experience (2-3 years).
- > Strong skills in communication with professional partners & social media.
- > English, Thai and/or Karen language.
- > IT skills are essential.
- > Knowledge of budgeting management.
- > Able to work in with an international community.
- > A driving license is necessary.
- > Travelling will be required to follow-up the internship project around Thailand, and sometimes required for international conferences of IECD.

CONTRACT CONDITIONS & BENEFITS

Local contract under Tak Border Child Assistance Foundation with full-time position and salary according to experience. New year's bonus, % depending on the organization's capacity.

12 days of annual leave + 6 bank holidays + 1 week for New Year and 2 weeks for Songkran.

Medical insurance and 1 medical check a year.

1 Meal a day during working days.

Under the supervision of the director of HCTC.

Starting date and duration: July/August 2024

At HCTC, we are committed to strict child protection and safeguarding policies that must be respected at all times. Adherence to these policies is mandatory and integral to our organization's operations.

Send your application (resume and cover letter as well as 2 professional reference contacts including email and phone number), with the reference «PCM - HCTC» to nuria.domingo@iecd.org