

JOB DESCRIPTION: Alina Vision – Training Coordinator



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



Our Mission

Alina Vision develops and delivers high-quality, accessible and sustainable eye care to preserve or restore sight for all, actively reaching out to serve those excluded from mainstream healthcare systems, particularly low-income individuals and women.

We will significantly increase the growth rate of the Affordable Eye Care sector globally by expanding eye care services in underserved communities, identifying challenges inhibiting industry growth and developing sustainable solutions using our networks and partnerships with healthcare providers and funders.

At Alina Vision we offer a career where your talent and energy will help many see tomorrow.

How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

13th month payment

You will receive a payment equivalent to one month's salary each year (pro-rata for those working part of the year).

Leave

You will have access to annual leave of **18** days each year (pro-rated for part-time employees). You will also have access to other leaves such as sick leave, maternity leave, paternity leave and compassionate leave.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Empathy, Equality, Passion, Action, Sustainability and Practicality in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety

We are committed to supporting your health, safety and wellbeing.

To work in the Alina Vision you will:

- Be eligible to work in Vietnam where you will be based
- Undergo background check including criminal records.
- Undergo working with children check for positions which are identified as working with children.



Job description defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details.

JOB DESCRIPTION



Role Title: Alina Vision - Training Coordinator	Division: Alina Vision	Location: Hanoi, Vietnam	Date: May 2021
Employment type: Full Time, Permanent	Reports to: Hospital Administrator	Number of direct reports: 0	Leadership Band: Leads Self

Purpose of the role:

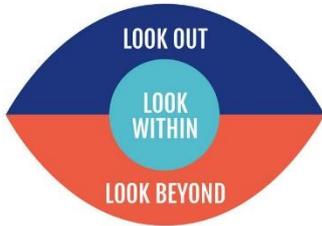
The Training Coordinator is accountable for the management of training activities of the hospital and vision centre staff of AEHSE, thereby enabling the achievement of both L&D and broader business targets.

The Training Coordinator will own the outcomes of:

1. Work with the AV Group and Vietnam leadership and technical teams to identify training needs, confirm training plans and priorities, and manage delivery to ensure L&D business targets are met
2. Develop training activities to ensure the hospital meets the Vietnam Ministry of Health's standard requirements
3. Arrange, manage, support and report on the delivery of L&D initiatives in the hospital and vision centres
4. Monitor and evaluate individual and organisational performance following training delivery, and work to address issues, new needs, and/or improve "returns"
5. Support manager in relationship management of key training partners
6. Utilise and manage associated technologies (including the LMS)
7. Coordinate / facilitate agreed involvement by external training institutes for training implementation

Note – There are 4 core cadres of clinical staff, to which training programs will be delivered - surgical ophthalmologists, medical ophthalmologists, nurses, and optometrists – and this is the core focus. Notwithstanding this, non-clinical training may be required in the medium-term.

Our Capabilities:



As a member of The Alina Vision you will:

1. Live by the values of Alina Vision and support Alina Vision's culture, performance and brand.
2. Adhere to all Alina Vision policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- 2-3 year's experience in a learning & development role
- Experience in health-related training activities, e.g. arranging, conducting, monitoring, and/or evaluating training

Skills:

- Fluent in English and Vietnamese

Desirable Experience:

- Delivering training in an healthcare setting
- Knowledge of eye health and eye care services

Qualifications:

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect (**note: all positions are classified as having indirect or incidental contract with children**) This position (does) involve "Working with Children" either direct or indirect. (**Please delete as appropriate**)

Travel:

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.