



# Senior Training and Development Officer

## About Soi Dog Foundation:

Soi Dog Foundation is the largest animal welfare organisation in Asia dedicated to helping stray dogs and cats. Soi Dog Foundation sterilises, vaccinates, administers medical treatment, shelters, promotes the adoption of stray dogs and cats in Thailand, and runs education programmes on animal welfare. Soi Dog Foundation is also actively working to end the Asia dog and cat meat trade.

Soi Dog's Mission Statement is: **“To improve the welfare of dogs and cats in Asia, resulting in better lives for both the animal and human communities, to create a society without homeless animals, and to ultimately end animal cruelty”**. Its core values are compassion, honesty, integrity and transparency.

For more information, please visit [www.soidog.org](http://www.soidog.org)

## JOB DESCRIPTION

**Job Title and Summary:** The Senior Training and Development Officer will be responsible for delivering training programs to supporting in all training and development administration to the department. The role involves working with various departments to identify training needs, effective training materials, and deliver them to ensure that all employees are equipped with the necessary skills. The Senior Training and Development Officer also keeps track of training records, evaluates training effectiveness, and continuously updates and improves the training program based on feedback and best practices.

### Key Responsibilities:

#### 1. *Training Program Development:*

- Collaborate with department manager to identify training needs and goals.
- Design and develop comprehensive training programs to address identified needs, incorporating a variety of instructional methods such as presentations, workshops, e-learning modules, and hands-on demonstrations.
- Create training materials, including manuals, guides, videos, exercises and other resources to support the training program.

#### 2. *Training Delivery:*

- Conduct training sessions for new hires, as well as ongoing training for existing staff.
- Coordinate and schedule training sessions to ensure maximum participation and minimal disruption to daily operations.
- Deliver training in an engaging and effective manner, utilizing appropriate teaching techniques and tools.
- Provide hands-on demonstrations and practical exercises to reinforce learning.

#### 3. *Training Evaluation and Improvement:*

- Monitor and evaluate the effectiveness of training programs through assessments, feedback surveys, and performance observations.

- Analyse training evaluation data to identify areas of improvement and make recommendations for program enhancements.
- Modify and update training materials and methodologies based on feedback and trends.

4. *Training Administration:*

- Maintain accurate and up-to-date training records for all employees, including attendance, completion of training modules, and performance evaluations.
- Ensure compliance with relevant regulations, policies, and procedures in all training activities.
- Collaborate with department managers to ensure that training requirements are met for professional certifications, licenses, and continuing education.

5. *Other Duties:*

- Work closely with Training and Development Director, internal trainers and external training vendors to deliver best-in-class quality
- Carries out other related duties, as assigned by director

**Department and Supervisor:** This position report to the Training and Development Director

**Skills and Qualifications:**

1. Bachelor or Master degree in Human Resources Development (HRD), Business Administration or a related field
2. At least 3 years of experience in HRD experience, training delivery and able to be a trainer
3. Excellent written and spoken English
4. Able to coordinate with other functions and work well under pressure.
5. Strong communication skills, analytical thinking, presentation skills and proactive style.
6. Background in HR Development consulting firm and curriculum design are an advantage

**Location:** Soi Dog Foundation, Maikhao, Phuket Thailand and can travel to Bangkok and CNVR Mobile site.

**Type of Employment:** This position is full-time employment.

**Benefits:**

- Five-day work a week, 40 hours per week with two days off. Employee may start and finish work different times depending on their duties as directed by their manager.
- 19 annual holidays (including Thai National Holidays 13 days) rising to 25 days with year of service
- Annual Salary Adjustment
- Annual Service bonus
- Social Security
- Provident Fund
- Uniform

**HOW TO APPLY**

Please send your CV together with a covering letter in **English** detailing why you think you would be appropriate for this role, to [hr@soidog.org](mailto:hr@soidog.org)

Short-listed candidates will be notified by email.