



# REPUBLIC OF THE GAMBIA MANAGEMENT DEVELOPMENT INSTITUTE

P.O Box 2553, Kanifing, The Gambia

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## VACANCY ANNOUNCEMENT

1. **Position:** Assistant Management Trainer/Management Trainer
2. **Employment Status:** Full-Time
3. **Institute/Organisation:** Management Development Institute –MDI
4. **Organizational Context:** As the main training institution of Government under the responsibility of the Office of The President through the Personnel Management Office (PMO), the MDI is a semi-autonomous, self-accounting institution predominantly funding its various programmes but receiving some subvention from Government as a public sector institution. As a tertiary institution, the MDI is mandated to build human capacity and enhance professional development not only for the public but also the private and NGO sectors. The institution has been executing its mandate in the country for over thirty years. The Management Development Institute (MDI) is a principal training institution in public sector management and administration and has been a major player in the public sector reform agenda of the Government. Many public servants and other Gambians have benefited from various training programmes of the MDI ranging from Management, Administration, Accounting, Business Studies, Project Planning, Monitoring and Evaluation, Procurement and Supplies, Banking and Finance, Policy Analysis and Gender and Development.

5. Under the direct supervision of the Head of The Department, the Assistant Management Trainer;

- Assists in the planning, organising, implementing and evaluating of training programmes by organising relevant courses/workshops/seminars.
- Provides logistical support and common services to the professional/teaching staff and being directly responsible for regular facilitation of repairs, maintenance and operations of all audio-visual and other teaching aids.
- Serves as Protocol officer during International Seminars and Conferences and for visiting Consultants and other Dignitaries.
- Undertake any other training and administrative activities which may be assigned by the Director General.

**OR**

As Management Trainer, you are required to:

- Assist in the planning, organisation, implementation and evaluation of training programmes under the supervision of the Head of the Department by organising relevant Courses/Workshops/Seminars;
- Undertake research and other forms of studies for the advancement of management in The Gambia;
- Handle or assist in the conduct of consultancy assignments as and when necessary;
- Develop training materials and teaching aids, relevant to local conditions;
- Advise on literature and help develop documentation in different areas of management;
- Undertake any other training and administrative activities which may be assigned by the Director General.

## 6. Minimum Qualifications & Experience:

- ACCA, a recognised University Degree in Accounting will be an added advantage
- Higher National Diploma in Procurement in addition to being a member of the Chartered Institute of Purchasing and Supply (CIPS) will be an added advantage.
- At least three years post qualification experience as a Trainer in an Educational/Training Institution.

**OR**

- ACCA, a recognised Master's Degree in Accounting will be an added advantage
- Higher National Diploma in Procurement in addition to being a member of the Chartered Institute of Purchasing and Supply (CIPS) will be an added advantage.
- At least five years' postgraduate experience in the Public Service and/or as a Trainer in an Educational/Training Institution

All interested candidates must send or hand-deliver a copy of their Curriculum Vitae, Cover Letter and all other relevant documents to:

The Director General  
Management Development Institute  
P.O BOX 2553  
Kanifing, KSMD

Or send by e-mail to:

**[mdihrdirectorate@mdi.edu.gm](mailto:mdihrdirectorate@mdi.edu.gm); or**  
**[sgaye@mdi.edu.gm](mailto:sgaye@mdi.edu.gm)**

The last day for submission of all applications is **October 28, 2019**.