Resilience Development Initiative

Open Position for Training Development Officer in RDI (Bandung-based)

RDI is looking for a Training Development Officer to join our Baresi Training Center (BTC)!

Qualifications:

- Bachelor's or master's degree with a maximum of 2 years of relevant experience.
- Educational background in education, instructional design, communication, business, development studies, public policy, or other related fields.
- Strong interest and relevant experience in training needs assessment, curriculum and module development, instructional design, facilitation, and learning evaluation.
- Ability to develop tailored training concepts, proposals, learning materials, session plans, and interactive learning activities for different participants and institutional needs.
- Experience in coordinating training programs and collaborating with trainers, subject-matter experts, partners, clients, and participants.
- Interest or experience in business development, partnership outreach, client engagement, or promoting professional training and capacity-building programs is a strong advantage.
- Ability to prepare engaging promotional materials, training catalogues, presentations, concept notes, and digital content to expand the reach of RDI's training programs.
- Excellent communication skills in both Indonesian and English, essential for maintaining positive relationships with team members, partners, clients, and stakeholders.
- Possess a strong growth mindset, creativity, attention to detail, organisational skills, and the ability to manage multiple activities and deadlines.

Responsibilities:

- Assessing training needs and developing relevant training concepts, curricula, modules, materials, and evaluation tools.
- Coordinating with RDI experts, trainers, partners, and participants in the preparation and delivery of training programs.
- Supporting training implementation, participant engagement, documentation, evaluation, and continuous improvement.
- Developing new training topics, formats, proposals, service packages, and promotional materials based on emerging needs.
- Promoting RDI's training programs and building relationships with potential clients, partners, and professional networks.
- Willing to work from the office (WFO) in Bandung if selected.

Additional Information:

This position is based in Bandung. The salary range is IDR 5-7 million/month and will be determined based on the officer's educational background and years of relevant experience. Successful candidates will be contracted for 6 months, from October 2026 to April 2027, with the possibility of an extension subject to project funding.

Application Process:

Please submit your CV, motivation letter outlining your qualifications and reasons for applying to RDI, academic transcript, graduation certificate or relevant statement letter, English proficiency certificate (if

available), and a portfolio related to training development. Applicants are encouraged to include work samples demonstrating experience in training or capacity-building methods, facilitation, stakeholder engagement, and other processes relevant to training development.

Combine all documents into one PDF file. Applicants who do not combine the files as specified will be immediately disqualified. Send your application to:

https://bit.ly/BTC-Officer-2026

No later than **Sunday, 11 October 2026, at 15.00 WIB (Western Indonesia Time).** *We strongly encourage early applications, as the recruitment process may close earlier if a suitable candidate is identified before the stated deadline.*

Only selected candidates will be contacted for the next selection process!

We will consider your application and only contact you if you are selected for the next phase of our recruitment process.

For further inquiries, please contact:
Eri Krismiyaningsih (email: eri.krismiyaningsih@rdi.or.id)
Information about RDI can be found at https://rdiglobal.org/