



We're hiring!

Tender Support Officer (60%)

Would you like to support MDF world-wide in properly documenting the different tender efforts of our acquisition desk? Join our international team in Ede and contribute to a better world by empowering people, creating impact!

MDF Training & Consultancy

We are a Training and Consultancy organisation with 35 years of experience in providing management training, advisory, project implementation and evaluation services to the most reputable international development networks and agencies world-wide. We do this by empowering individuals, organisations and networks to increase their positive social impact. We employ over 130 professionals in our offices in the Netherlands, Bangladesh, Brussels, DR-Congo, Ghana, Indonesia, Myanmar, Kenya, Sri-Lanka and Vietnam.

The position

Based in Ede, you will support MDF world-wide in properly documenting the different tender efforts of our acquisition desk. You will work closely together with the Acquisition team.

This job includes the following tasks and responsibilities:

- Keep the CV data base up to date in line with existing privacy rules and regulations;
- Carry out / keep updated registrations on client websites;
- Collect tender documents and keep standard tender documents up to date;
- Organise documents and information streams;
- Keep our reference base and company profile up to date and support high quality references;
- Contribute to the proposal-writing process by effective lay-out activities.

A few weeks a year you replace the course registration officer who handles course registrations and maintains contact with (potential) course participants.

What we would like to see

Do you have at least 3 years of relevant experience, a relevant educational background, strong secretarial skills and a supportive attitude? Can you work under pressure and do you like to handle a diverse set of tasks? Would you like the benefits of working in a team, but do you also like to work autonomously? Do you master the English language (French would be an advantage) and have a reasonable command of Dutch?

Join us!

Why would you apply?

You will be part of an international working environment, of a team that offers a large degree of freedom but keeps up high standards and initiative. We offer you a one-year contract with the prospect of extension. Naturally it is possible to spread out the working hours over the week. We will welcome you in our modern office in Ede, centrally based in the Netherlands and close to a small forest. It's located a few minutes driving from the highway and 10 minutes walking from the intercity train station. We offer you a fair remuneration, in line with our terms and condition.

What's next?

Please send your CV and a motivation letter (in English) via e-mail to mdf@mdf.nl before **April 10th**. If you have specific questions, call us on +31-(0)318 – 650060.

We strongly encourage people with a disability to apply.

Preselected candidates will be invited for an interview in May. Only preselected candidates will be contacted.

Start preferably in **June / July 2019**.