



INDO-ESTONIA BUSINESS COUNCIL

BRIDGING ECONOMIES · BUILDING FUTURES

JOB DESCRIPTION

Head of Training & Capacity Building

Organization: Indo-Estonia Business Council (IEBC)

Department: Training, Education & Capacity Building

Reports To: Board Member & Executive Director – Governance and Compliance

Location: In-Office (India)

Employment Type: Full-Time

About IEBC

The Indo-Estonia Business Council (IEBC) is a bilateral institutional council dedicated to strengthening trade, innovation, education, entrepreneurship, investment, technology cooperation and people-to-people engagement between India and Estonia.

IEBC works with industry, academic institutions, government bodies, startups, investors and professionals to create meaningful opportunities for collaboration and capacity building.

The Council operates on the principles of:

- Purpose driven governance
- Integrity
- Transparency in decision making
- Evidence based policy formulation
- Operational accountability
- Knowledge exchange
- Ethical representation
- Cross-border coordination

Role Purpose

The Head of Training & Capacity Building will lead the design, development and delivery of IEBC's training, orientation and professional development initiatives.

TALLINN ESTONIA • **NEW DELHI** INDIA • **PÄRNU** ESTONIA

www.iebc.ee

IEBC is registered as a Non-profit association at the Republic of Estonia 🇪🇺 (European Union)



The role is responsible for creating structured learning programmes that prepare participants for international engagement, thematic delegations, business missions, academic collaborations, entrepreneurship programmes, innovation partnerships and Estonia focused opportunities.

The position requires the ability to work with industry experts, universities, training institutions, government agencies and subject matter specialists to build high quality learning experiences aligned with IEBC's strategic objectives.

This is a leadership role focused on institutional capability building rather than conventional academic training.

The role involves periodic domestic and international travel, including travel between India and Estonia, based on organisational requirements.

Core Responsibilities

1) Training Strategy & Programme Development

- Design and oversee IEBC's training and capacity building framework.
- Develop training programmes for:
 - Business delegations to Estonia
 - Thematic visits to Estonia and the wider EU
 - Industry immersion programmes
 - Academic exchange initiatives
 - Entrepreneurship and startup programmes
 - Leadership and executive education initiatives
- Develop certification and non-certification learning pathways.
- Ensure programme quality, relevance and measurable outcomes.

2) Delegation & Mobility Preparation

- Develop pre-departure training modules for participants travelling to Estonia.
- Deliver orientation sessions covering:
 - Business culture
 - Professional etiquette
 - Innovation ecosystem
 - Regulatory environment



- Market opportunities
- Institutional engagement protocols
- Prepare delegates to effectively represent their organisations and India in international settings.

3) Strategic Partnerships & Institutional Engagement

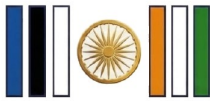
- Build partnerships with:
 - Universities
 - Professional bodies
 - Industry associations
 - Government institutions
 - Skill development organisations
 - Corporate training providers
 - International experts and trainers
- Explore collaborations for joint certification programmes, executive education initiatives and professional development courses.
- Facilitate participation of subject matter experts in IEBC programmes.

4) Faculty & Expert Network Development

- Create and manage a network of trainers, industry leaders, academic experts and international speakers.
- Identify resource persons for specialised programmes.
- Ensure quality standards for trainers and facilitators.
- Coordinate guest lectures, workshops, masterclasses and executive sessions.

5) Programme Delivery & Quality Assurance

- Oversee end-to-end implementation of training programmes.
- Establish programme evaluation and feedback systems.
- Monitor participant satisfaction and learning outcomes.
- Introduce continuous improvement mechanisms.
- Maintain training documentation, learning resources and programme records.



6) Knowledge & Capacity Building Initiatives

- Develop programmes supporting:
 - Entrepreneurship
 - Innovation and startups
 - Digital transformation
 - E-governance
 - Cybersecurity awareness
 - International business readiness
 - Cross-border collaboration
- Support initiatives aimed at developing globally competitive talent pools for emerging sectors.

7) Revenue & Sustainability

- Develop commercially viable training offerings.
- Support sponsorship and institutional partnership opportunities.
- Contribute to revenue generation through executive programmes, workshops and specialised training initiatives.
- Prepare annual training plans and budgets.

Performance Metrics (Year-1)

- Number of training programmes launched
- Participant enrolment and completion rates
- Institutional partnerships established
- Participant satisfaction scores
- Revenue generated through training initiatives
- Number of delegation preparation programmes delivered
- Trainer and expert network development
- Programme quality and stakeholder feedback

Candidate Profile - Ideal Alignment

TALLINN ESTONIA • NEW DELHI INDIA • PÄRNU ESTONIA

www.iebc.ee

IEBC is registered as a Non-profit association at the Republic of Estonia 🇪🇺 (European Union)



Educational Qualifications

- Master's degree in Management, Education, Public Policy, International Relations, Commerce or a related discipline.
- Additional certifications in training, instructional design, executive education or leadership development will be advantageous.

Professional Experience

- **15-20** years of experience in:
 - Training and development
 - Executive education
 - Professional certification programmes
 - Corporate learning
 - Higher education management
 - Skill development initiatives
 - Capacity-building programmes
- Experience managing Learning Management Systems (LMS) is mandatory.
- Experience engaging with industry, academic institutions or government stakeholders.
- Exposure to international programmes and cross border collaborations preferred.

Strategic & Leadership Competencies

- Strong programme design and curriculum development capabilities.
- Ability to build institutional partnerships.
- Strong facilitation and presentation skills.
- Understanding of international business and professional environments.

Behavioural Attributes

- Strategic thinker
- Institution builder
- Strong communicator



INDO-ESTONIA BUSINESS COUNCIL

BRIDGING ECONOMIES · BUILDING FUTURES

- Collaborative leadership style
- High ethical standards
- Solution-oriented mindset
- Cultural sensitivity and international outlook

Compensation Structure

Competitive and commensurate with experience.

Performance linked incentives may be considered based on programme development, institutional partnerships and revenue outcomes.

Probation Period: 3 Months

Ethical Commitment Requirement

The candidate must adhere to:

- IEBC Code of Conduct
- Conflict-of-interest disclosures
- Responsible use of institutional resources
- Transparency and accountability standards
- Ethical representation of IEBC and its partners

Interested applicants are invited to submit their applications to: hr@iebc.ee

TALLINN ESTONIA • NEW DELHI INDIA • PÄRNU ESTONIA

www.iebc.ee

IEBC is registered as a Non-profit association at the Republic of Estonia 🇪🇺 (European Union)