



We are a leading organization for the implementation of international development projects. We promote inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Swisscontact is an independent, non-profit foundation established in 1959 by exponents of the Swiss private sector. Our development work focuses on private sector-led, sustainable economic development with improved quality of life for all in developing and emerging countries. We are represented in more than 40 countries with around 1'400 employees.

[Swisscontact has been active in the Lao PDR](#) since 2013 with projects in vocational education and training to improve people's skills and provide them opportunities for a secure income and active participation in the labour market, as well as in the areas of sustainable tourism, waste management, and promoting sustainable consumption and production to create economic opportunities that address climate change and are environmentally sustainable. The organization is looking for a **Technical Coordinator Training (100%)** for the [Vocational Training and Employment Support Services \(VTESS\) project](#).

The Vocational Training and Employment Support Services (VTESS) project aims at vocational training and insertion into the labour market of young disadvantaged people, 15-35 years of age, who have completed primary education and / or lower secondary education. The goal is to bring these early school leavers into employment, self-employment, or back into the education system.

### Technical Coordinator Training (100%)

**Start of Employment:** ASAP

**Contract Duration:** 1 year with the possibility of extension

**Place of work:** Vientiane Capital with travel to the field

#### **Purpose of the Position**

The Technical Coordinator Training (TCT) supports the Component Manager in carrying out the activities under CMP 1 – Training and CMP 4 – TVET Fund.

#### **Technical Task and Responsibilities of the TCT**

- Planning and support of the five provincial coordinators (PC) with the implementation of activities such as the recruitment of youth and their training at the IVET schools, project coordination meetings, etc.
- Monitors the progress of the activities in the 5 provinces and ensures that they are carried out in line with the planning.
- Reports on the progress of activities; specifically, tracks training conducted in the provinces. Works closely with Monitoring and Result Measurement to ensure that information on trainings and their beneficiaries (youths) is correct.



## Technical Coordinator Training (100%)

- Coordinates with the staff of CMP2 - Coaching and CMP 3 - Entrepreneurship for activities that need PC support.
- Supports the implementation of other activities that take place in the provinces or in Vientiane, such as capacity building events for IVET trainers and staff, development of training courses, planning and exchange workshops, and others.
- Contributes to the planning, monitoring, reporting, evaluations, and documentation of the lessons learnt.
- Maintains good relationships with and represents Swisscontact towards partner organisations in the provinces and in Vientiane, such as IVET schools, other government institutions, and the private sector.

### **Administrative and Financial Tasks and Responsibilities of the TCT**

- Ensures that contractual arrangements with the project partners to carry out activities are established in accordance with project and organisational policies and guidelines.
- Monitors compliance with the contractual obligations of the project partners.
- Ensures that activities are carried out in accordance with project and organisational policies and guidelines.

### **Other Tasks and Responsibilities of the TCT**

- Attends and contributes to team meetings at the main Swisscontact office.
- Participating in national and international seminars, COPs (Community of Practise), webinars, and other platforms to share experiences.
- Performs other tasks and responsibilities according to the overall scope of the position and /or related to the project objectives.

### **Requirements for the Position**

#### **Core**

- Must be a Lao citizen or be allowed to work in the Lao PDR.
- Proven capability in leading teams and working in multi-stakeholder environments.
- Operates effectively and efficiently also in stressful situations and tight deadlines.
- Self-reliant, organised, accurate at work, inquisitive mindset, and willingness to learn.
- Good interpersonal and communication skills.
- Proficient in written and oral communication skills both in Lao and in English.
- Demonstrates awareness and sensitivity to gender, diversity, and inclusion.

#### **Technical**

- At least a bachelor's degree in economics, business administration, international development studies, skills development, or other relevant fields.
- At least three years of experience in international development cooperation, specifically in skills development initiatives, is desirable.
- Experience in training design and delivery and capacity development of organisations.
- Familiar with the public and private sector and other local stakeholders would be preferred.

### **How to apply**

- Step 1: Download the application form by. "[Click here](#)"
- Step 2: Complete the application form offline.
- Step 3: Send the application form to [recruitment.laos@swisscontact.org](mailto:recruitment.laos@swisscontact.org).
- Please write this subject in your email application: **Job application: Technical Coordinator Training (100%)**
- Only applications using the 'Job Application Form' will be accepted.
- Only short-listed candidates will be contacted.

We offer a challenging position with personal responsibility. Are you interested in a fascinating job in an international context and are committed to contributing to excellence and making a difference? **The deadline for applications is August 26, 2024.**

*We particularly welcome female applicants.*