

Provincial Technical Coordinator



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 1400 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.

To support skills development in Laos, especially in the area of digital literacy, the project called 'Digital Literacy Initiative (DLI)' is designed to promote the increase of Information and Communication Technology (ICT) activities in the education sector focusing on secondary education level, and technical and vocational education level through computer coding and basic programming trainings, digital Entrepreneurship and coding clubs introduced as an additional creative activity for students. The DLI will be implemented in three provinces – Khammouan province, Xiengkhuang province, and Oudomxai province. These three provinces were selected as the project aims to support and give opportunities to youth in non-urban provinces to learn the basis of computer programming in a team setting. This promotes the increase of creative and critical thinking, collaboration, and basic ICT skills among youth which are fundamental competencies and skills that adopt and apply in employment and further education in the future

Provincial Technical Coordinator – Digital Literacy Initiative (DLI)

Start of Employment: ASAP
Contract Duration: 1 year with possibility of extension.
Place of work: Phonsavan, Xiengkhuang province

Overall Tasks

The Provincial Technical Coordinator ensures high quality technical implementation of Swisscontact's DLI project in the target province according to project documentation and as approved by the Project Manager. The Provincial Technical Coordinator directly supports the DLI project manager in Vientiane and the provincial administrative staff in the target province and contributes to regular internal review meetings. This position directly reports to the Project Manager.

Technical Task and Responsibilities

- Leads DLI's field-based activities in the target province;
- Develop and foster contracts, cooperation and coordination with relevant public and private institutions, groups and individuals in the assigned province that contributes directly to objectives of the project;
- Represents Swisscontact towards partner organizations, government institutions, and the private sector in the assigned province;
- Maintains established structures, processes and instruments for planning, implementation, monitoring and evaluation;

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- Analyses and synthesises project outcomes for Monitoring and Results Measurement (MRM) and contributes to the Knowledge and Content Management (KCM) to further the reach of the project;
- Together with the project manager, the Provincial Technical Coordinator is expected to greatly contribute to the development/improvement of the Implementation Plan (IP) and workplan for the assigned province including undertaking field investigation, partner identification and selection, and conceptualizing the implementation model;
- Work closely with and provide technical support to the target schools in the province to implement the project's activities;
- Support partners to promote, schedule, and deliver the activities in a timely manner, and provide assistance to service providers to ensure high quality outputs;
- Supports the elaboration of partnership agreement with relevant public stakeholder and target schools in the province under the supervision of the Project Manager;
- Contribute to regular project meetings according to the project's agreed system;
- Provides timely information on all relevant project matters according to agreed procedures to the project manager;
- Inform the project manager of issues and progress regularly by means of e-mails, OneNote, Teams, Whatsapp conversations;
- Deliver and submits timely project reports and comply with all administrative and operational processes and standards as per Swisscontact Lao PDR country manual;

Administrative and Financial Tasks and Responsibilities

- Supports monitoring of contractual obligations of partners;
- Estimate activities' budget and ensure all financial activities are in line with the project and organizational policies and guidelines;
- Ensures that activities are undertaken in line with project and organisational policies and guidelines;
- Supervise and support IT and Administrative staff to ensure the quality of project's activities.

Other Tasks and Responsibilities

- Attends and contributes to team meetings at main Swisscontact office;
- Participating in provincial and national seminars, COPs (Community of Practice), webinars and other platform to share experiences;
- Undertakes other tasks and responsibilities assigned by the project manager in line with the overall scope of the position and /or related to the project objectives;

Requirements for the position

- At least a bachelor's degree in computer science, business administration, education and other related field;
- At least 2 years' work experience in project coordination in the education development and supporting project's partners both public – private partners to implement project's activities;
- Experience in facilitating and organizing trainings/coaching for teachers and youth is preferred.
- Experience in budgeting and managing activities in district and provincial level is preferred.
- Experience in working with the international project development or development field is preferred;
- Experience in computer programming is advantage;
- Interested in technology learning and technology savvy is advantage;
- Fluency in written and spoken Lao and ability to communicate effectively in English;
- Ability to work independently, with high motivation for delivering programme activities to a high standard;
- Must be a fast learner, proactive, good management, well planning and a team player;
- Proven capability in leading and implement activities and working in multi-stakeholder environments;
- Must have good communication, interpersonal skills, presentation, training and monitoring skills;
- Excellent computer skills especially in Microsoft Word, Power Point, Excel and database;
- Applicants from the target province will be high considered;
- Lao national

How to apply

- Step1: Download the application form. ["Clicking here "](#) to download the application form.
- Step2: Fill the application form offline
- Step3: Send the application form together with your CV to recruitment.laos@swisscontact.org.
- Please write this subject in your e-mail application: **Job applicant: Provincial Technical Coordinator for DLI.**
- Only applications through the 'Job Application Form' will be regarded – others will not be shortlisted!
- Only shortlisted 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 11 November 2024.**

We particularly welcome female applicants