

Team Lead for Digital Literacy Initiative (DLI) Project



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

Team Lead – Digital Literacy Initiative (DLI)

Start of Employment: 1 January 2025
Contract Duration: 2 years with a possibility of extension.
Place of work: Vientiane Capital (with field travel to project provinces)

Overall Tasks

The Team Lead DLI leads the overall project planning, implementation, and monitoring and ensures high-quality delivery of project results. The Team Lead DLI works closely with the Country Director, subordinates, and local partners to achieve the results.

Technical Task and Responsibilities

- Leads the overall project steering and coordination in close cooperation with the Country Director;
- Oversees planning, monitoring, reporting, evaluations and documentation of lessons learned;
- Establishes and maintains good relationships with relevant provincial and national government institutions and other private public project stakeholders;
- Leads on reviewing the concepts for programming lessons, entrepreneurship courses and code clubs including the endorser process with MoES;

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- Prepares TOR, identifies and coordinates with suitable experts to support the development and translation of training materials, implementation of teacher trainings and the programming lessons, entrepreneurship courses and code clubs for students
- Manages the public procurement process for the acquisition of the project laptops
- Oversees the planning and coordination with the target upper secondary schools and TVET colleges to guarantee smooth implementation of the project activities
- Coaches and supervises the project staff in their engagements with the upper secondary schools and TVET colleges including the handling of the laptop bank
- Leads the development and maintenance of the MRM (Monitoring and Result Measurement) system in the development of the project result chains, preparing the database, and setting up an online monitoring system with the support of the Country Director
- Supervises the organization of IMC meetings, monitoring visits, and government reporting as per project MOU
- Ensures GESI (Gender Equality and Social Inclusion) across all activities
- Performs pro-active risk management to take timely corrective actions and mitigation measures
- Knowledge and Content Management (KCM) to further the reach of the project;

Administrative and Financial Tasks and Responsibilities

- Oversees the recruitment of technical staff for the project
- Negotiates and manages contractual obligations with the project implementation partners, experts, and consultants
- Maintains oversight of the project budget including monthly reviews of expenses with the project accountant and of semester and annual financial reports
- Ensures that activities are undertaken in line with project and organizational policies and guidelines as outlined in the country manual and that all project staff follow the regulations as per the country manual
- Prepares regular donor operational and financial donors reports in coordination with the project managers
- Supports the preparation of the bi-annual project audit to guarantee compliance

Requirements for the position

- Master's degree in ICT, education, economics, or any other related field
- Strong understanding of the education system in Lao PDR with proven experience in working with secondary schools and/or TVET colleges and coordinating with other public and private stakeholders, especially from the education and/or ICT sector
- Experience in developing and implementing capacity-building measures (technical training/coaching of teachers and students)
- Experience in coding/programming and working with the Ministry of Education and Sports is an advantage
- At least 5 years of experience in working with international development projects with proven capability in leading the design and implementation of project activities in multi-stakeholder environments;
- Fluency in written and spoken English and Lao language;
- 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;
- Must have good communication, interpersonal skills, presentation, training and monitoring skills;
- Excellent computer skills especially in Microsoft Word, PowerPoint, and Excel with experience in working with SharePoint, MS Teams, and research software being an advantage;

How to apply

- Step 1: Download the application form. [“Clicking here ”](#) to download the application form.
- Step2: Fill the application form offline
- Step 3: Send the application form together with your CV to recruitment.laos@swisscontact.org.
- Please write this subject in your e-mail application: **Job applicant: Team Lead for DLI Project.**
- 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 18 November 2024.

We particularly welcome female applicants