



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. Our projects are implemented by a qualified team based in Vientiane Capital and 6 provincial offices. The organization is looking for a **Provincial Technical Coordinator for IVET training to be based in Salavan Province** for the [Vocational Training and Employment Support Services](#) (VTESS) project.

The VTESS project aims at vocational training and labour market insertion of young, disadvantaged people, 15-35 years of age, who have completed primary or lower secondary education only. The goal is to bring these people into employment, self-employment or back into the education system.

Provincial Technical Coordinator for IVET Training

Start of Employment: December 2024

Contract Duration: 1 year with possibility of extension

Place of work: Salavan Province.

Overall Tasks

The Provincial Technical Coordinator supports the Technical Coordinator of IVET Training based in Vientiane in implementing the IVET Pathway Component of the project. In particular, s/he will lead the field-based project activities and work closely with IVET school and other relevant stakeholders in the province. S/he will also work closely with the ESS coordinator on issues of ESS delivery in the province.

Technical Task and Responsibilities

- Establishes and maintains good relationships with and represents Swisscontact towards partner organizations, government institutions, the private sector in the assigned provinces/ IVET school(s)/ ESS provider(s)
- Develops and fosters contacts and cooperation with other relevant public and private institutions, NGOs and individuals in

the assigned provinces where this contributes directly to objectives of the VTESS project

- Supports enrolment activities jointly with IVET schools, to inform and select new entrants from disadvantaged backgrounds into IVET training programmes
- Arranges capacity development activities for management and teachers of IVET schools and others as required
- Monitors training activities at IVET schools and support them on day to day matters within limits of the project
- Monitoring Post Training Support (PTS) coaching activities for IVET graduates
- Supports planning and implementation of all PTS matters as needed including coordination with PTS coaches
- Reports timely and accurate back to the project
- Contributes to planning, monitoring, reporting, evaluations and documentation of lessons learned

Administrative and Financial Tasks and Responsibilities

- Supports monitoring of contractual obligations of the IVET school and other partners
- Ensures that activities are undertaken in line with project and organisational policies and guidelines

Other Tasks and responsibilities

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

Requirements for the position

Core

- Must be a Lao citizen.
- Proven capability in leading teams and in working in multi-stakeholder environments
- Operates effectively and efficiently also under stressful situations and tight deadlines
- Demonstrated ability managing complexity and prioritizing multiple tasks
- Self-reliant, organized, accurate in work, inquisitive mindset and willingness to learn
- Proficient in written and oral communication skills both in Lao and English
- Good interpersonal and communication skills
- Demonstrates awareness and sensitivity to gender, diversity and inclusion
- Willingness to travel in the field

Technical

- At least a Bachelor's Degree in Economics, Business Administration, International Development Studies, Skills Development or other relevant field
- At least three (3) years of experience in the area of international development, preferably in skills development initiatives
- Experience in training design and delivery and capacity development of organisations
- Familiar with the public and private sector and other local stakeholders, in an inclusive development context would be Preferred

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 to recruitment.laos@swisscontact.org.
- Please write this subject in your e-mail application: **Job applicant: Provincial Technical Coordinator IVET training**
- 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 4 December 2024.**

We particularly welcome female applicants