



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. The organization is looking for Provincial **Technical Coordinator for Employment Support Services for VTESS project to be based in Vientiane Capital.**

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.

Provincial Coordinator for Employment Support Service (ESS)

Start of Employment: ASAP

Contract Duration: 1 years with possibility of extension

Place of work: Vientiane Capital

Overall Tasks

The ESS Provincial Technical Coordinator will lead the field-based project activities and work closely with the Employment Support Services partners and their coaches, training providers, enterprises and other relevant stakeholders. S/he will work closely with the ESS Coordinator in Vientiane on issues of coaching for employment delivery in Vientiane capital.

Technical Task and Responsibilities

- Establishes and maintains good relationships with partner organizations (e.g. IVET school, ESS provider, NPAs), government institutions, private sector and other stakeholders.
- Support the identification of possible Employment Support Services project partners such as NPAs, CSOs, IVET schools, Public and Private Employment Offices.
- Support Employment Support Services project partners to deliver coaching for employment activities.
- Ensures timely delivery of coaching activities by the coaches.

- Ensures that coaches report and plan activities timely.
- Monitors and supports coaches during the implementation of their coaching activities (focal contact for coaches).
- Monitors Basic Entrepreneurship Trainers during their group activities with participants.
- Supports and contributes to the delivery of ToC (Training of Coaches).
- Organises peer exchange events among ESS partners and coaches.
- Contributes to planning, monitoring, reporting, evaluations and documentation of lessons learned.

Administrative and Financial Tasks and Responsibilities

- Supports the establishment of contractual obligations of the ESS partners, coaches, training providers, and others and monitors them.
- Ensures that activities are undertaken in line with project and organisational policies and guidelines.
- Provides administration support to management and consultants in their activities and events.

Other Tasks and responsibilities

- Attends and contributes to team meetings at main Swisscontact office.
- Participating in national seminars, COPs (Community of Practice), webinars and other platform to share experiences.
- Undertakes other tasks and responsibilities assigned 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 Master's Degree in Economics, Business Administration, International Development Studies, Skills Development or other relevant fields.
- At least three (3) years of experience in the area of international development, specifically skills development and/or social work initiatives.
- Specific experience in the field of Employment Support Services and job counseling preferable.
- Familiar with labour market development, private sector engagement, Lao enterprise/self-employment landscape.
- Expertise in coaching of individuals 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 Coordinator for ESS**
- 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 10 January 2025.**

We particularly welcome female applicants