

SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

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 a **Provincial Technical Coordinator for the Waste to Value project** based in Vang Vieng.

Provincial Technical Coordinator – Vang Vieng

Start of Employment: ASAP

Contract Duration: 1 year (renewable)

Place of work: Vang Vieng

Overall Tasks

The **Provincial Technical Coordinator** ensures high quality coordination and technical implementation of Swisscontact's Waste to Value project in Vang Vieng according to project documentation and as approved by the project management. The Provincial Technical Coordinator directly supports the Waste to Value project team in Vang Vieng and contributes to regular internal review meetings. This position directly reports to the Senior Advisor for Environment.

The specific tasks and responsibilities include:

- Leads Waste to Value field-based activities in Vang Vieng;
- 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 Waste to Value 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;
- Provides timely information on all relevant project matters according to agreed procedures;
- 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 Senior Advisor Environment and the Project Manager; the Provincial Technical Coordinator is expected to contribute to the development/improvement of the Implementation Plans (IP) for the assigned province, including undertaking field investigation, facilitating training and coordination, partner identification and selection, and conceptualizing the implementation model;
- Supports the elaboration of partnership agreement with relevant public and private stakeholders under the supervision of the Senior Advisor Environment or the Project Manager;
- Coach local private sector partners to be effective in identifying and coordinating industry trainers for securing the continuity of the piloted trainings;
- Support partners to promote, schedule, and deliver the activities in a timely manner, and provide assistance to service providers to ensure high quality outputs;
- Contribute to regular project meetings according to the project's agreed system;
- Inform the Senior Advisor Environment 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.

Qualification, Experience and Competencies

- At least a Bachelor's Degree in Economics, Business Administration, International Development Studies, Environment, or other relevant fields;
- At least 3 to 5 years' work experience in the area of international development with experience in private sector/small enterprise promotion being an advantage;
- Experience in working with the hospitality sector and/or in an environmental field is an 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, pro-active, and a team player;
- Proven capability in leading a team and in working in multi-stakeholder environments;
- Must have good communication and interpersonal skills;
- Excellent computer skills especially in Microsoft Word, Power Point and Excel;
- Lao national.

How to apply

- Step1: Download the application form. ["Click here "](#) to download the application form.
- Step2: Fill the application form offline
- Step3: Send the application form, CV and cover letter (max. 1 page) in English stating why you are interested in working to recruitment.laos@swisscontact.org.
- Please write this subject in your e-mail application: **Job applicant: Provincial Technical Coordinator VangVeng**
- 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 December 17, 2024.**

We particularly welcome female applicants