

## Job Advertisement

**VA no.2025-17**

HELVETAS Laos is a development organization operating in Laos since 2001. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

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| <b>Job title</b>              | <b>ASEAN-Swiss TVET Initiative (ASTI) National TVET Advisor</b>  |
| <b>Location</b>               | Vientiane capital (with occasional travel domestically and internationally)  |
| <b>Duration of contract</b>   | The contract is for a full-time position for a period of 1 year with possibility of extension  |
| <b>Date of entry</b>          | <b>ASAP</b>  |
| <b>Tasks</b>                  | <ul style="list-style-type: none"> <li>• Effective management and implementation of the ASTI project activities in Lao PDR encompassing project cycle-, financial- and human resource management</li> <li>• Identification and management of innovative public-private TVET partnerships</li> <li>• Coordination and collaboration with the Project Management Unit in Cambodia and LNCCI project partner team</li> <li>• Creation of an environment of knowledge sharing and learning within the project and among stakeholders</li> </ul>  |
| <b>Profile/ Qualification</b> | <ul style="list-style-type: none"> <li>• Degree or equivalent degree in Economics, Social Sciences, Education, Engineering, Business Administration or any other relevant field</li> <li>• Minimum 5 years' experience working in of professional experience in the development field, preferably TVET</li> <li>• Knowledge of and experience in activity planning, budgeting and financial management; M&amp;E &amp; reporting; gender mainstreaming theory &amp; practice</li> <li>• Knowledge and experience in advising governmental or private sector actors in issues related to skills development, TVET, public-private partnerships</li> <li>• Professional, fair and objective, honest, with leadership and teambuilding skills</li> <li>• Excellent communication skills in English languages (spoken and written)</li> <li>• Computer proficiency (Office software, publication, internet and email).</li> </ul> |

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| <b>Application address</b>      | To apply please fill in your information on the link here<br><a href="https://forms.gle/FMwgF9TkCdoWFZHCA">https://forms.gle/FMwgF9TkCdoWFZHCA</a>  |
| <b>Deadline for application</b> | <b>20 March 2025</b>  |
| <b>Indication/Remarks</b>       | <ul style="list-style-type: none"> <li>• Detailed job description can be made available on request to email address <a href="mailto:laos.recruitment@helvetas.org">laos.recruitment@helvetas.org</a></li> <li>• Only shortlisted candidates will be invited for an interview.</li> <li>• Attractive salary and benefit package for the right candidate as per the HELVETAS Laos, Policies and Procedures</li> </ul> |

*HELVETAS is a gender, culture, race, creed, political and religion neutral organization, promoting inclusion and tolerance, respect and fair treatment for and between all employees, partners, contributors, participants and beneficiaries. **Women candidates are particularly encouraged to apply.***