

CURRICULUM VITAE

Sonja Hofstetter

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PROFILE (BIO)

Current position: Head of Skills Development

Education: Bachelor Primary Education (licensed teacher), Master International and Comparative Education from Stockholm University, Sweden, and post-graduate degree (MAS) in International Development Cooperation from the Swiss Federal Technical University Zurich, Switzerland (Nadel)

Languages: English (mother tongue), German (mother tongue), French (very good), Spanish (good), Swedish (intermediate)

Profile statement:

Sonja Hofstetter is the Head of Skills Development at Swisscontact based in Zurich, Switzerland, where she leads a team of thematic experts working on skills development. Her expertise spans basic education, vocational education and training as well as higher education, and she can draw on ample experience in facilitating, moderating and guiding processes as part of the project management cycle. Sonja has been working in the field of education and training for 20 years and has technically supported and managed projects in development cooperation in Sub-Saharan Africa, South and Southeast Asia.

KEY QUALIFICATIONS

Coaching, training, and capacity building, Coordination and organisation, Project/intervention design, Project management, Knowledge Management, Gender Sensitivity and Social Inclusion

PROFESSIONAL EXPERIENCE

<p>Institution: Swisscontact, Switzerland Date: 2022-Present</p>	<p>Head of Skills Development</p> <ul style="list-style-type: none"> - Thematic and conceptual leadership related to labour markets, migration, vocational training, and labour market insertion. - Business development support. - Training and capacity building for internal and external clients. - Management of team of thematic experts and network of external collaborator. - Thematic positioning and communication activities, including liaison with partners and networks. - Case studies, evaluation, and documentation of skills development projects. - Coaching and mentoring support to project teams and partners. - Facilitation of online meetings and communities of practice.
<p>Institution: Swisscontact, Cambodia Date: 2016-2021</p>	<p>Deputy Team Leader & Senior Technical Advisor Skills Development Programme</p> <ul style="list-style-type: none"> - Project management and leadership. - Project design, phase design, project document write-up and preparation and management of external mid-term review. - E-learning and digitalisation. - Gender Equality and Social Inclusion. - Monitoring and Results Measurement. - Communication, documentation, and knowledge management. - Workshops and webinars. - Representation at conferences and events.

<p>Institution: HELVETAS Swiss Intercooperation, Switzerland Date: 2015-2016</p>	<p>Advisor Skills Development and Education</p> <ul style="list-style-type: none"> - Writing of articles. - Thematic focus on the inclusion of girls and young women in vocational education and training. - Business Development/Acquisition. - Development of a thematic strategy for basic education and skills development. - Planning and facilitation of meetings and webinars. - Agricultural Technical and Vocational Education and Training.
<p>Institution: HELVETAS Swiss Intercooperation, Nepal Date: 2013-2015</p>	<p>Program Officer Employment Fund</p> <ul style="list-style-type: none"> - Leadership for management component of the World Bank-funded Adolescent Girls Initiative. - Collaboration with internal and external experts. - Evaluation and knowledge management. - Innovation in vocational education and training. - Capitalisation workshops and reporting. - Supported externally conducted Impact Assessment (Diff-in-diff approach). - Concept and development of print and multimedia publications. - Redesign of project after the Nepal earthquake (humanitarian focus).
<p>Institution: University of Applied Sciences in Education Bern, Switzerland Date: 2011-2012</p>	<p>Scientific Collaborator</p> <ul style="list-style-type: none"> - Research on the effects of decentralisation of financial management in the Swiss education system for schools and municipalities. - National data collection for international comparative study on computer literacy (ICILS).
<p>Institution: Rural School Development, South Africa Date: 2007-2008</p>	<p>Project Coordinator</p> <ul style="list-style-type: none"> - Coordination and delivery of ICT classes in five rural schools. - Infrastructure support.
<p>Institution: Various schools, Switzerland, Sweden, and Spain Date: 2004-2007; 2009-2010</p>	<p>Primary school teacher & Teacher for Special Needs</p> <ul style="list-style-type: none"> - Day to day teaching including management of parent-school relationships - Special needs education: 1:1 teaching and accompaniment of child with Asperger's Syndrome

REFERENCE PROJECTS

2022/23, Indonesia, Swisscontact, [Sustour project](#) funded by Swiss State Secretariat for Economic Affairs, Case study of the Link & Match industry Class.

2022, Niger, Swisscontact, Internal review of SD projects

2016-2021, Cambodia, [Skills Development Programme](#)

2015/16, Digital technology in vocational skills development, SDC webinar

2013-2015, Helvetas Swiss Intercooperation, Nepal, [Employment Fund](#)

OTHER RELEVANT INFORMATION (E.G. PUBLICATIONS)

Walker, K. and Hofstetter, S. (2016). **Study on Agricultural Technical and Vocational Education and Training (ATVET) in Developing Countries**, Federal Department of Foreign Affairs FDFA, Swiss Agency for Development and Cooperation SDC, Global Programme Food Security.

Hofstetter, S. and Jenny, B. with contributions from Jane Carter (2016). **Gender and Vocational Skills Development**. Federal Department of Foreign Affairs FDFA, Swiss Agency for Development and Cooperation SDC.

Documentations written by Sonja Hofstetter on behalf of Helvetas Swiss Intercooperation:

- Results-based Financing in Technical and Vocational Training: A step-by-step implementation guide
- Non-traditional or Traditional Trades for Women?
- How to Increase Access of Women to Employment Opportunities: An Implementation Guide
- Implementation and relevance of life skills training for women