

Swisscontact is a leading partner organization for the implementation of international development projects. The organization promotes inclusive economic, social, and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies. With this objective in mind, Swisscontact offers the chance to economically and socially disadvantaged people to improve their lives on their own initiative. The independent, non-profit, and private foundation was established in 1959 in Switzerland. The organization strengthens the competencies of people, improving their employability, increases the competitiveness of enterprises, growing their business, and fosters social and economic systems, promoting inclusive development.

In Nepal, Swisscontact is registered as an International Non-Governmental Organization that started its operations in 1991 with the initiation of the Training Institute for Technical Instruction programme. Currently, Swisscontact Nepal has five development programmes across all seven provinces, with a well-functioning country office that employs over 50 national and international staff members.

Swisscontact has furthered its work in the system development of Technical and Vocational Education and Training (TVET) in Nepal through the Nepal Vocational Qualifications System Project (NVQS-P), which supports the Council for Technical Education and Vocational Training (CTEVT), the national autonomous apex body of TVET in Nepal, to establish a National Vocational Qualifications Framework and a corresponding National Vocational Qualification Authority. Swisscontact invites applications from committed and experienced Nepali citizens for the following position for the NVQS Project.

For the second Phase of NVQS P-II, we invite applications from committed and experienced Nepali citizens for the following position.

Technical Assistant (1)

Location:	NVQS Office, Biratnagar, Province 1 with frequent visit to Madhesh Province
Reports to:	Technical Coordinator, Province 1
Time:	100% (8 hours a day and 5 days a week)
Duration:	One year with the possibility of extension based on satisfactory performance

Purpose of the Job

Under the direct supervision and leadership of the Technical Coordinator, Province 1, this position is responsible to assist day-to-day program operations of the NVQS II Project at the provincial level to ensure the smooth running of project activities with adequate administrative and logistic support.

Essential Functions and Responsibilities

1. Compliance with policies, rules/regulations, and guidelines

- Adhere to relevant policies, procedures, rules, regulations, and guidelines of Swisscontact Nepal (Financial and Operation Manuals, Code of Conduct Against Corruption, Conflict of Interest, Basic Operating Guideline (BOG), Local Security Management Plan, Gender Equality and Social Inclusion Guideline and other specific policies guidelines and manuals applicable for the NVQS-II).

2. Support for Program Implementation (60%)

- Lead role in updating the project database including the inventories of assessors, assessment centres, NCS developers, assessment package developers, or RPL officers in the assigned Province.
- Support the implementation and monitoring of project activities as per the agreed Yearly Plan of Operation (YPO) with close collaboration with the Provincial Project Support Unit (PPSU) team.
- Assist to implement all the preparatory activities outlined for the RPL implementation.
- Support provincial PPSU team in terms of program planning, implementation, and development of processes and tools.
- Support the PPSU team to develop a periodic report, to document the processes, lessons learned, best practices, case studies and other relevant information.

3. Program Administration and Logistics (30%)

- Prepare for meetings and events by taking charge of arrangements of venues, logistics, etc. in close collaboration with the PPSU team.
- Identification and selection of vendors for the procurement of office supplies and fleet management for travelling of team members at the province level.
- Carry out all finance-related work such as fund calculations, fund requisitions, collection of quotations, and collection of supporting documents from service providers or vendors.
- Review the claims, collect supporting documents, and make a payment or coordinate with Admin and Finance team at federal for the disbursement of the payments to the vendors.
- Operationalize the petty cash book at the provincial office within a given ceiling and procedure defined by the project.
- Support Technical Coordinator to prepare monthly expenditure forecast and support for the preparation of monthly financial reports as per the requirements of the project.
- Be responsible for proper office management and safeguarding of office assets.
- Arrange for dispatch of and receive necessary materials, parcels, and equipment through courier services.
- Support to maintain a project logbook such as telephone logs, vehicle logbooks, and fixed and non-fixed assets' registers, etc.
- Support Project Support Unit (PSU) at the federal office to prepare and execute internal and external project audits.

4. Coordination, Collaboration, and Networking (10%)

- Support Technical Coordinator to coordinate with provincial governments, Province CTEVT, local governments, and private sector stakeholders to implement the YPO.
- Support Technical Coordinator to liaise with relevant stakeholders and establish partnerships based on the need of the assigned Province.
- Contribute to establishing a good network among the stakeholders, service providers, and vendors, etc.
- Participate in the program as a representative of PPSU in case of the unavailability of the Technical Coordinator and Monitoring officer.
- Proactively seek and contribute to inter-project collaboration with other projects of Swisscontact Nepal as well as with other SDC funded projects wherever possible.

5. Other Specific Responsibilities

- Professionally discharge other tasks assigned by the line manager.
- Be proactive in bringing innovation and taking new initiatives in the project in coordination with the line manager.

Qualification, Experience, and Skills

- Bachelor's degree in the relevant field – e.g., Management, Social Science, Business Administration, Development Studies, or the equivalent.
- Minimum two years of work experience in the development sector, private sector, and/or NGOs or development projects/programs.
- Excellent time management and problem-solving skills.
- Ability to work accurately with close attention to details, and to meet deadlines.
- Ability to keep sensitive information confidential.
- Demonstrate a high level of ethical behaviour.
- Competent in IT skills, including experience in Word, Excel, Access, and PowerPoint.
- Ability to communicate in written and spoken English.
- Knowledge and/or experience in administration and finance-related work.

Competencies

- Demonstrate corporate knowledge and sound judgment.
- Self-development, initiative-taking.
- Demonstrating/safeguarding ethics and integrity.
- Acting as a team player and facilitating teamwork.
- Creating synergies through self-control.
- Managing conflict.
- Informed and transparent decision-making.
- Analytical skills including presentation of analyses for decision-making and knowledge sharing.
- Client-oriented, internally and externally.
- Political, cultural and gender-sensitive and committed to TVET development in Nepal.

Working Conditions and Environment

- This will be applicable in accordance with the Swisscontact Staff Manual.

Application Procedures:

Please submit (a) Job Application Form, (b) Updated CV with at least two referees, and (c) Cover Letter to "info.nvqs@swisscontact.org" latest by **30 July 2022**.

Please mention the position applied for in the "**subject**" line of your email.

Swisscontact Nepal shall not entertain any phone inquiries or other such solicitations for the position. Only shortlisted candidates will be contacted for the selection process. Swisscontact Nepal reserves the right to reject any or all applications.

Swisscontact Nepal promotes workforce diversity and applies positive discrimination to candidates from discriminated groups (Women, Dalit, Janajati, Madhesi/Terai and other minority communities).