

SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

We create opportunities

We are a leading organisation 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.

In Albania, Swisscontact implements the 'Skills for Jobs' (S4J), a project of the Swiss Agency for Development and Cooperation SDC. The project addresses the main challenges of Vocational Education and Training (VET) in Albania by focusing on ensuring systemic change, capacity development and empowerment of key actors. S4J started in 2015 and it is estimated to continue until June 2027.

To support us in the project activities we are looking for:

Key Expert on Quality of Work-Based Learning

Employment start: 22 November 2024

Contract duration: One year with extension possibility
(3 months probation period applies)

Place of work: Tirana based, with frequent travel
in Albania

Job Role:

Responsible for designing the strategy for quality of Work Based Learning and coordinate its implementation. Responsible for capitalization and documentation of interventions. Ensures synergy and concertation with other interventions/innovation processes within Component 2 as well as with Component 1..

Tasks:

- Coordinates intervention activities and daily operational tasks;
- Prepares portfolio strategy outlining clearly the intervention concepts, business models and implementation partners;
- Responsible for consolidating and transferring, in close collaboration with selected transfer agents, the innovation processes within the portfolio;
- Coordinates activities with all the actors within the partner providers and the partner businesses to ensure that WBL is implemented properly, and all the relevant steps of the process are followed;
- Assists businesses in identifying and assigning in-company mentors and coordinates activities with the implementation partners to develop and deliver mentors' training;
- Responsible for developing the necessary (quality assurance) instruments for ensuring an effective scaling-up process of the apprenticeship model;
- Develops concept notes and ToRs for the portfolio business cases, including deliverables plan/timeframe;
- Contributes to the design of transfer strategies for the innovation processes of the portfolio with

- DPM, the Transferability Portfolio Manager and the MRM specialist;
- Develops concept notes and ToRs for the portfolios' business cases, including deliverables plan/timeframe;
 - Collaborates closely with the MRM Specialist to define areas, methodologies and instruments to conduct action-research;
 - Other duties as assigned.

Qualifications and Requirements

- Master's degree in a relevant field such as education, social sciences, or business.
- At least 5 years of education related work experience.
- Understanding of curriculum development principles, methodologies, and frameworks.
- Familiarity with competency-based education approaches and industry-aligned curriculum design.
- Strong strategic thinking and ability to design and implement strategies.
- Excellent coordination and project management skills to oversee intervention activities and daily tasks.
- Very good English and excellent Albanian.
- Experience working with Vocational Skills Development (VSD) projects is considered an asset.
- Experience in conducting labor market needs assessments and translating them into curriculum requirements is considered an asset.

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust and teamwork.

Interested candidates are encouraged to apply **in Attn to Mrs. Martiri within 13 November 2024**, to manjola.martiri@swisscontact.org with:

- Curriculum Vitae including at least 2 reference contacts.
- A Cover Letter expressing the motivation to apply for this job.

Only shortlisted candidates will be contacted and invited for an interview. Swisscontact reserves the right to consider only such applications which are completely suitable with the requirements for the position. Your application will be considered with confidentiality in respect of law no. 9887 date 10.03.2008 'For Personal Data Protection'.