

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 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 six development programmes across all seven provinces, with a well-functioning country office that employs over 90 staff members.

Quality Technical and Vocational Education and Training for Youths (QualityTY), Phase 1 project is a bilateral initiative between the Government of Nepal and the Government of Switzerland. It is implemented by the Ministry of Education, Science and Technology, Council for Technical Education and Vocational Training at the Federal level and Ministry of Social Development / Education at the Province level. Swisscontact Nepal provides technical assistance to the project through the Project Support Unit (PSU) at Federal and Provincial level on behalf of the Swiss Agency for Development and Cooperation (SDC).

Swisscontact invites applications from the committed and experienced Nepali citizens for the following position.

Technical Officer

Numbers:	6 (Six)
Location:	Two each at Biratnagar, Province 1; Hetauda, Bagmati Province and Butwal, Lumbini Province with frequent field visits
Reports to:	Province Manager
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

The Technical Officer is responsible for coordination and collaboration with local government and TVET schools as per the designed Yearly Plan of Operation (YPO). Technical Officer collaborates with chosen TVET schools to accompany them to improve their performances towards meeting the national quality standards. Key roles of the Technical Officer-Province are also aligned with the key tasks in each Yearly Plan of Operations (YPOs).

The Technical Officer works closely with the Province Manager, Technical Coordinator. The Technical Officer reports to the Province Manager.

Essential Functions and Responsibilities

1. Compliance to the policies, rules/regulations, and guidelines

Adhere 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, guideline on Prevention of Sexual Exploitation, Abuse, and Harassment (PSEAH), Communication Guideline and other specific policies guidelines and manuals applicable for the Swisscontact Nepal).

2. Technical Assistance on Program Implementation

- Collaborate with TVET schools to accompany them to improve their performances towards meeting the national quality standards.
- Facilitate the development of TVET schools strategic plans in close collaboration with the respective school principals and other staffs as adequate.
- Support TVET schools to plan capacity building of their existing instructional and managerial staffs.
- Support local government to come together and establish a mechanism for the joint funding of the TVET Schools.
- Support MoSD/E (especially Project Coordination and Implementation Unit (PCIU-P) in planning the project activities.
- Support MoSD/E (especially PCIU-P) in developing the joint monitoring plan, conducting the field monitoring, and preparing the field reports.
- Contribute to the effective implementation of project activities as per the agreed Yearly Plan of Operation (YPO) at province level and local level.
- Facilitate inputs of actors and stakeholders of Quality and the team members for various provincial level events and prepare event reports.

3. Planning, Monitoring, and Reporting

- Support Province Manager in terms of program planning, budgeting, and formulation of Yearly Plan of Operation (YPO) of the assigned province.
- Implements the Monitoring and Evaluation plan with given procedures and tools for the quality assurance of the project activities at province and local levels.
- Organize orientation to the TVET schools and local governments regarding the accreditation procedures in close collaboration with the Technical Coordinators-Province.
- Organize capacity building activities for personnel from local governments in close collaboration with Technical Coordinator-Province.
- Support Technical Coordinator-Province to develop province-focused capacity building plans for the government staffs in collaboration with MoSD/E and facilitates for the implementation of the same.
- Support Technical Coordinator-Province to develop capacity building plan for the managerial and instructional staffs of TVET schools in collaboration with province and local governments.
- Document the processes, lessons learned, best practices, case studies and other relevant information regularly and feed into the project's reporting and knowledge management system.
- Support Technical Coordinator-Province to prepare key meetings, workshops and related activities and support in project outreach activities at local and province level.
- Lead regular monitoring and follow-up of the project activities assuring the qualities through close collaboration with PCIU-P and/or joint monitoring team at assigned province.
- Prepare field visit reports including feedback from the field experience to the project management and its stakeholders.

4. Coordination, Collaboration and Networking

- Support Province Manager and PSU-P team to establish coordination and collaborations to implement the project activities and strategies at province and local level.
- Collaborate with respective local governments, TVET schools and private sector stakeholders/associations to implement the Yearly Plan of Operation (YPO).
- Support to strengthen the coordination with other SDC inhouse projects' team and other likeminded project/programs in the respective province to create a synergetic result.
- Be proactive on establishing a good network among the stakeholders to increase the ownership and to advocate for the Quality at province and local level.

5. Financial Monitoring, Administrative and Logistic

- Support to Finance & Admin Officer for carryout all operations required for authorizing and effectuating expenditures. This includes making calculations, requesting funds, collecting, checking supporting justifying documents, as required.

6. Other Specific Responsibilities

- Professionally discharge other tasks assigned by the Province Manager.
- Be proactive in bringing innovation and taking new initiative in the project in coordination with project management.
- Proactively seek and contribute to inter-project collaboration with other inhouse projects of Swisscontact Nepal whereas possible.

Qualification, Experience, and Skills

- Bachelor's or higher degree in relevant field (Education/Management/Business Studies/Development Studies).
- Minimum of two years of work experience (including at least one year of experience in project implementation and/or monitoring particularly in TVET programs/projects) in relevant field (i.e., development cooperation and/or TVET sector programs).
- Ability and willingness to work in a team to deliver high quality outputs within deadlines in a dynamic and fast-paced work environment.
- Proficiency in MS Office work and Internet use.
- Willingness and ability to travel frequently for field visits.

Competencies

- High level of motivation and good communication, social, and interpersonal skills.
- Ability to work and act under pressure and with discretion in a politically sensitive environment.
- Knowledge on development and gender and social inclusion issues.
- Competency on training and facilitating various programmes.
- Respect and sensitivity towards cultural, gender, ethnicity, and religious diversity.
- Focuses on impact and results and responds positively to feedback.
- Demonstrates openness to change and ability to manage complexities.
- Demonstrates ability for Self-development and initiative-taking.
- Demonstrating/safeguarding ethics and integrity.
- Acting as a team player and facilitating teamwork.
- Informed and transparent decision making.

- Client oriented, internally, and externally.
- Fluency in written and spoken English and Nepali languages are a must.

Working Condition and Environment

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

Application Procedure

Please submit (a) duly filled in Job Application Form, (b) Updated Curriculum Vitae with at least two referees, and (c) a Cover Letter and send to "hr.quality@swisscontact.org" latest by **30 November 2022**.

Please mention the **position applied** and **preferred duty station** in the "**subject**" line of your email.

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

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