

VACANCY ANNOUNCEMENT:
Intervention Line Manager – Organizational Development
Institutional Development for Vocational Education Schools and Training Centres

Swisscontact is the business-oriented independent foundation for international development cooperation. Represented in 34 countries with over 1424 employees, it promotes - since 1959 - economic, social and environmental development.

Skills for Jobs (S4J) is a project of the Swiss Agency for Development Cooperation (SDC) implemented by Swisscontact. The project runs for the period 2015 – 2023 with a total volume of CHF 20M. It aims to provide direct support to over 27,000 young people in Albania by improving the quality of vocational education and training (VET) offer, increasing the participation of the private sector in the design and delivery of VET and contribute towards smoothing the transition from school-to-work for the young VET graduates. Cornerstone to achieving these objectives are strong VET institutions and we are so keen to identify some of the best specialists in the market to **join us in our effort to modernize vocational education and training institutions.**

Employment start	Tentative by January 2021
Contract duration	One year with extension possibility (3 months' probation period applies)
Place of duty	Tirana – (100% Tirana based) with mission in Albania and abroad

Job Role:	Take a leading role in designing and facilitating implementation of transformation strategies for VET schools and training centers (providers) in Albania. Help partner providers to become a champion in CHANGE MANAGEMENT.
Tasks	<ul style="list-style-type: none"> • Take the lead in supporting partner providers undergoing structural changes as part of the efforts of the Government of Albania to optimise the VET offer in the country; • Steer the processes initiated by VET providers for designing strategies, mid-term action plans and annual work plans; • Fine-tune and lead the approach employed by Skills for Jobs (S4J) in promoting the highest standards of quality management in partner VET providers; • Support partner providers to strengthen internal structures and processes (Management Board, Development Unit, Finance and Admin Department, Quality Assurance focal points, Ethic's Council, etc); • Ensures partner providers consolidate their data collection processes and improve in evidence-based decision-making, by implementing, when possible, management information systems (MIS); • Work with partner providers to integrate newly assigned functions in the day-to-day management of the institutions: institutional marketing; business and partner relations; tracer studies; career orientation and guidance; project design and implementation; continuous professional development; and curricula revision; • Support partner providers in developing strategies and taking action in facilitating labour market insertion for those hard-to-place in the labour market; • Support partner providers to improve efficiency of their resources (human, infrastructure, relations);

A project of the Swiss Agency for Development and Cooperation SDC



In partnership with:



Implemented by:



Requirements

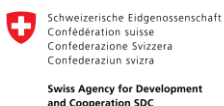
- Management experience in a company, institution and/or donor organizations;
- Experience in organizational design, development initiatives and/or development projects;
- Preferred field of expertise to fit with the position are change management, leadership mentoring and coaching, project management and related;
- Strong interpersonal, written, and verbal communication skills including the ability to effectively present concepts and ideas to groups of people;
- Substantial analytical, technical aptitude and problem-solving skills. Ability to organize and handle multiple assignments/accounts. Proactive in following through with deadlines and ability to prioritize, troubleshoot, and problem solver;
- Excellent organization and time management skills. Must be able to work successfully in a fast-paced environment;
- Excellent command of English (non-negotiable)

In line with Swisscontact organisation culture, we are looking not only for competent, but also open-minded individuals with good social skills. Interested candidates are encouraged to apply in Attn to *Mrs. Martiri* **within 11 December 2020** to al.info@swisscontact.org with:

- *Curriculum Vitae including at least 2 referees 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"

A project of the Swiss Agency for
Development and Cooperation SDC



In partnership with:



Implemented by:

