Vacancy Announcement
Senior Project Officer, Apprenticeship

Position Title: Senior Project Officer, Apprenticeship
Position Type: Full Time
Probation Period: 3 months
Number of Position: One
Location: Based in Yangon with irregular travel to other locations within Myanmar
Eligible Applicants: Myanmar Nationals
Application Deadline: Friday 27 March 2020

Background

The Vocational Skills Development Program (VSDP), which is financed by the Swiss Agency for Development and Cooperation (SDC), is implemented in Myanmar by a consortium, led by Swisscontact (the Swiss Foundation for Technical Cooperation). The Program's overall goal is: ‘Gainful and market demand-driven employment or self-employment and better income for disadvantaged women and men in targeted areas of Myanmar.’ VSDP has four components, namely the Hotel Training (HT Component), the Local Vocational Training (LVT Component), the Apprenticeship Component and the Policy and Stakeholder Engagement (PSE Component).

Swisscontact is currently looking for a Senior Project Officer, Apprenticeship to be based in Yangon with irregular travel to other locations within Myanmar.

Responsibilities and Tasks

Under the supervision and support of the Manager, Apprenticeship, the successful candidate will have the following responsibilities and tasks:

1. **Organisation and Administration**
   - Support the organisation of off-the-job training and follow-up with the involved institutions
   - Support the apprenticeship manager to follow-up and support the technical teams in participating companies
   - Support the preparation of training venues and check necessary requirements to conduct the off-the-job training
   - Arrange documentation for transportation, accommodation and other logistics during training period, if required
   - Support trainers in the weekly or monthly procurement for the practical training and regularly update and record training equipment
   - Support Manager, Apprenticeship to prepare and print the ToT Manual, training modules and other documentation as required

2. **Communication and visibility**
   - Support the preparation of visibility documentation and ensure their dissemination
• Support the Manager, Apprenticeship to organise different types of events related to apprenticeship training

3. Implementation and monitoring of apprenticeship pilot

• Support the technical experts in the recruitment process of apprentices
• Provide support for planning, organising and implementing the off-the-job and on-the-job training in coordination with apprenticeship project team members
• Assist to communicate effectively with in-company trainers and representatives from participating companies for training implementation
• Assist with the collection of necessary data and information on apprentices, as required
• Jointly with the Manager, Apprenticeship identify other companies interested in participating in apprenticeship training
• Support the expansion of the apprenticeship training into other occupations and sectors

4. Other

• Perform any other tasks as required for the successful implementation of the apprenticeship pilot

Required qualifications, experience and competencies

Qualifications
• Bachelor’s Degree (or higher) diploma in management or related subject or relevant work experience

Professional experience
• At least 3 years of professional experience in a comparable position in the private sector or an international organisation
• Some knowledge and experience of skills development or vocational training would be an advantage
• Previous experience conducting training would be an advantage

Other knowledge, additional competencies
• Outstanding organizational skills and experience in organizing events
• Ability to interact and work with public and private sector representatives and apprentices coming from different background
• Good communications skills in English and Myanmar, oral and written
• Excellent ability to use Microsoft office package (Word, Excel and PPT)
• Good knowledge of financial procedures/management
• Willingness to travel regularly to other places in Myanmar

Other characteristics
• Responsible and flexible, with a positive work attitude
• Confident, approachable and motivated
• Outgoing personality and networker
• Optimistic and good team player

**Workplace**

The main place of work will be Yangon with regular visits to Mandalay and other places in Myanmar.

**Submission**

Interested candidates are invited to submit CVs with a motivation letter/cover letter in English including three (3) referees to recruitment-myanmar@swisscontact.org not later than 5:30 PM (Yangon time) on 27 March 2020. The CV and/or the cover letter must include the expected monthly gross salary expressed in Myanmar Kyats (MMK). If preferred, hard copies can be submitted to the following address:

**Swisscontact**

Swiss Foundation for Technical Cooperation
HR Department
437 (B), Pyay Road (next to Summer Palace Hotel),
Kamaryut Township, Yangon, 11041, Myanmar

Please note that:

• The consortium respects gender equality and female candidates are strongly encouraged to apply.
• Applications received after the closing date and time will not be considered
• Only shortlisted candidates will be contacted for interview