

Job Description

A) Definition of tasks

Job title:

1. Positioning in the organization

Name of function	Senior Project Officer Curriculum Development and Students Employment
Employment degree	Full Time
Office	SURAFCO Project
Location	Duty station is the Northern Agriculture and Forestry College (NAFC), Luang Prabang , with frequent travel to the other 4 agriculture and forestry colleges (in Thangon, Bolikamsay, Savannakhet, Champasak) under the Ministry of Agriculture and Forestry (MAF)
Reporting to	Silvia Jundt, Chief Technical Advisor SURAFCO
Supervised by	Silvia Jundt, Chief Technical Advisor SURAFCO
Superior to	-
Cooperates with	All SURAFCO project staff, MAF taskforce, relevant staff from NAFC and other colleges
Management level	

2. Overall goals (numbered A,B,C,D)

A: Rollout of curriculum development (roadmap) and the expansion of lessons learnt from NAFC to the other 4 colleges under MAF
B: Strengthen the Career Counseling Unit for increased students employment
C: Foster coordination among NAFC divisions
D: Support the CTA in the efficient and effective implementation of SURAFCO

3. Main tasks

A	<p>Rollout of curriculum development and the expansion of lessons learnt to the other colleges:</p> <ul style="list-style-type: none"> • Support annual and 6 months planning process with all colleges (led by MAF taskforce) to plan for activities related to curriculum and teaching content development, management practices, teachers human resources development, Students/Teachers exchanges, partnership development and others • Review all related activity plans and budgets from colleges • Coordinate and support conducting of all road map workshops, write agenda, write report. • Monitor progress with all colleges and provide coaching support where necessary • Work closely with the National Project Manager (NPM) and Curriculum Coordinator at NAFC on all roadmap activities • Coordinate with project partners in Switzerland (HAFL, SKAT) and help prepare and implement these workshops • Oral translation (English-Lao-English) where required, and occasional translation of short documents • Regularly communicate on all aspects of activities with the CTA and SURAFCO team, the NPM,
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and the NAFC Curriculum coordinator	
B	<p>Support and coaching to Career Counseling Unit (CCU):</p> <ul style="list-style-type: none"> • Work closely with CCU staff on the implementation of activities strengthening students employment (e.g. orientation of CCU to new classes, employer database, pre-tracer/tracer study etc) • Help develop workshops and guidance material for students on how to write a CV, conduct job interviews, and on application processes in general • Help develop guidance for students how to establish a business • Help identify opportunities to improve access to finance for graduates (in collaboration with CTA) • Help establish and maintain network of potential employers and for practical term placements • Work closely with CCU and relevant partners/employers to implement annual job fair • Help prepare and improve students promotion campaign in remote districts targeting ethnic minority group and prospective female students • Develop specific library and resources related to job market and trends, and practical term placement opportunities, and make information accessible at library • Improve analysis capacities of the team on employment market (and evolution) and human resource development • Clarify and improve understanding of CCU's roles and responsibilities among NAFC staff, teachers and students (e.g. prepare and provide interventions in classes) • Identify and support establishment of a specific area on the campus dedicated to career counselling and access to information for students.
C	<p>Foster coordination amongst NAFC divisions:</p> <ul style="list-style-type: none"> • Improve knowledge exchange and information flow in all aspects related to students counseling and employment, and other relevant fields of work • Identify synergies between divisions and improve effectiveness and efficiency of operations • Cooperate pro-actively and initiate opportunities to support & strengthen team dynamic • Adhere to & promote professional behavior & standards in working with team and partner • Adhere to and promote HELVETAS Laos principles and values among team, with partners, and visitors including gender & social inclusiveness • Apply, promote and help to improve HELVETAS Laos Code of conduct and policies within own behavior & actions, work with team, partners and visitors
D	<p>Support the CTA in the efficient and effective implementation of SURAFCO:</p> <ul style="list-style-type: none"> • Support/coordinate potential planning of SURAFCO phase III • Support to other project activities as deemed necessary

B) Competency profile

1. Basic education/studies

Mandatory	<ul style="list-style-type: none"> • Bachelor with at least 8 years relevant experience in Education, Social Sciences, Agriculture and Forestry, or other relevant field, Master preferred
Optional	<ul style="list-style-type: none"> • Additional courses, e.g. on Human Resources

2. Further education and advanced trainings

Mandatory	<ul style="list-style-type: none"> • Very good language skills in Lao and English (spoken and written)
Optional	<ul style="list-style-type: none"> • Advanced management practices, project management, development studies

3. Professional experience/experience of life

Mandatory	<ul style="list-style-type: none"> • Min 8 years working experience in the fields of Education, Human Resource Management, Business Management, Agriculture & Forestry or similar, of which minimum 3 years working in development projects. • Experience in adult education, training, and curriculum development • Sound understanding of the needs, opportunities and challenges of the job market in the Agriculture & Forestry Sector in Laos and the region • Work experience in coordination and collaboration with Government authorities at various levels • Experience in facilitation of workshops and trainings with Government partners
Optional	

- Work in iNGO/local NGO environment;
- Work experience in private sector
- Experience in business start-up and small business development
- Experience in job counselling services would be a clear advantage

4. Organizational and methodological competencies

Mandatory

- Understanding organizational processes and facilitation of change and reform;
- Showing initiative, ready to implement own ideas
- Able to plan and collaborate within a team
- Advanced skills in facilitation and training

Optional

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5. Leadership competencies

Mandatory

- Self-directed, effective in coordination and delegation; good communication skills

Optional

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6. Social and personal competencies

Mandatory

- Honest; approachable, flexible, dynamic worker with high team spirit

Optional

- Interest in vocational education, skill development, career counseling & related work

7. Languages

Mandatory

- Lao, English

Optional

- Other languages: French or German

8. IT-skills

Mandatory

- Good in Microsoft office; internet and email applications

Optional

- Advanced knowledge and skills of above programs; spreadsheet and databases, and other

9. Appendices

The following appendices form an integral part of this agreement:

- Employee Contract
- HELVETAS Laos Anti-Corruption & Cost Norms Policy
- HELVETAS Laos Code of Conduct
- HELVETAS Laos HR Policies & Procedures

Signatures:

Position holder:

Signature:

Place/date:

Supervisor/ CTA SURAFCO: **Silvia JUNDT**

Signature:

Place/date:

Country Director Laos: **Celestine KROESSCHELL**

Signature:

Place/date: