

Job Advertisement

HELNETAS Swiss Intercooperation is a Swiss INGO operating in Laos since 2001 and aims to support the Government of Laos to achieve its socio economic development goal by supporting the rural communities to overcome poverty in a manner that is socially just, environmentally sustainable and economically viable.

HELNETAS Laos is looking for a Lao National to work with the “Support to the Reform of the Luang Prabang Agriculture and Forestry College” (SURAFCO) Project funded by the Swiss Agency for Development and Cooperation (SDC). SURAFCO supports the sector-specific “Strategy for Reform in the Agriculture and Forestry Colleges towards 2020 in Lao PDR” of the Ministry of Agriculture and Forestry (MAF) in Laos, with the goal to improve the mid and high-level diploma college education.

Job title	Senior Project Officer Curriculum Development and Students Employment
Location	Luang Prabang , with frequent travel to 4 Agriculture and Forestry Colleges under the Ministry of Agriculture and Forestry (MAF) in Thangon, Bolikhamxay, Savannakhet, Champasak.
Contract Duration	1 year, with the potential for renewal, entry as soon as possible
Tasks	<p>The project officer will support planning and implementation of SURAFCO project activities in close collaboration with the Northern Agriculture and Forestry College (NAFC) in Luang Prabang, the MAF roadmap taskforce in Vientiane, partners from the other 4 Agricultural colleges in Laos, and the SURAFCO team. The work will focus on two main areas below, but may also include other support to the implementation of SURAFCO.</p> <ol style="list-style-type: none"> 1) Support to the rollout of curriculum development and the expansion of lessons learnt from NAFC to the other colleges: Support planning for activities related to curriculum and teaching content development, management, human resources development, Students/Teachers exchanges, and others; Provide coaching support for implementation where necessary, and monitor progress; Help facilitate workshops and coordinate with project partners to prepare trainings; Translation (English-Lao-English) 2) Support to Career Counselling Unit (CCU) at NAFC: Work closely with CCU staff on activities strengthening student’s employment, help develop guidance for students on application techniques and small business development, including identifying opportunities to access finance; Help establish/maintain network of potential employers and improve analysis capacities of the team on employment market and human resource development;
Profile/Qualification	<p>Mandatory</p> <ul style="list-style-type: none"> • Bachelor in Education, Social Sciences, Agriculture and Forestry or other relevant field, with at least 8 years relevant experience; Master Degree preferred • Min 8 years working experience in the fields of Education, Human Resource or Business, Agriculture & Forestry or similar, of which 3 years in development projects • Very good language skills in Lao and English (spoken and written) • Experience in adult education, training, and curriculum development • Sound understanding of the job market in the Agriculture & Forestry Sector • Work experience in coordination and collaboration with Government authorities • Experience in facilitation of workshops and trainings • Self-directed, reliable, accountable, professional; effective coordination & good communication; Honest, approachable, committed & dynamic worker, high team spirit <p>Optional/Desirable</p> <ul style="list-style-type: none"> • Work experience in INGO/local NGO environment; • Work experience in private sector, or in small business development • Experience in job counselling services would be a clear advantage

Application address	Please submit your electronic application with a short letter of interest and a CV (2 pages maximum) by email to silvia.jundt@helvetas.org
Deadline	13rd May 2015
Indication/Remarks	Detailed job description http://www.helvetas-laos.org/en/about/jobs/ ; Only shortlisted candidates will be invited for interview; Attractive salary and benefit package for the right candidate as per the HELNETAS Laos Policies and Procedures

HELNETAS is a gender, culture, race, creed, political and religion neutral organization, promoting inclusion and tolerance, respect and fair treatment for and between all employees, partners, contributors, participants and beneficiaries. **Women candidates are particularly encouraged to apply.**