

HELVETAS Swiss Intercooperation Nepal

Job Description

Job Title:	Vocational Skills Training Officer
Project:	Safer Migration Project (SaMi)
Location:	Project Management Unit, Safer Migration Project, HELVETAS Swiss Intercooperation Nepal, Lalitpur. The Skills Training Officer will spend around 50% of the working days on visiting project districts outside of Kathmandu Valley.
Reporting to:	Team Leader, Safer Migration Project

Job purpose:

The Skills Training Officer is responsible to oversee and ensure effective implementation of quality vocational skills trainings for potential and returnee migrants by private training providers, lead the development of the GoN's role in the funding, implementation and/or monitoring of vocational skills trainings for migrants; support the GoN with the implementation and/or quality monitoring of vocational skills trainings. S/he will be also responsible to develop tools for financial literacy training of migrants and their families and for training of trainers for financial literacy. Apart from the thematic responsibility, the incumbent will also act as a focal person for assigned project districts.

Overall duties and responsibilities of the incumbent are as follows:

1. Compliance of Policies Guidelines and Manuals

- Ensure compliance of the HELVETAS Swiss Intercooperation Nepal's policies, guidelines and Manuals (Personnel, Financial and Administrative and other applicable policies, guidelines and Manuals).

2. Implementation and Quality Assurance of vocational skills training component

- Manage partnership with vocational skills training providers independently
- Monitor regularly the quality of the trainings;
- Provide technical inputs to the partners in terms of their capacity enhancement; develop capacity building plans for partners;
- Monitor developments in the market research and product development area;
- Support partners in overseas market relevant training package development;
- Link SaMi and partners to external expertise in terms of market research and training package development;
- Ensure proper implementation of outcome based financing for the overseas market;
- Link partners to external expertise in terms of capacity enhancement of the T&Es;
- Support partners in dissemination of relevant information on vocational skills training component in the districts;
- Take the lead in developing an approach for GoN's management of vocational skills trainings for migrants;
- Support the GoN in implementing the approach;
- Support on building on the lessons learnt from SaMi and other skills training initiatives in the area of capacity building of partners.

3. Financial Literacy

- Develop ToT and community training handbooks and materials for financial literacy trainings in the districts;
- Train trainers for financial literacy classes;

- Monitor/ensure the quality of the financial literacy trainings provided through partners and continuously develop the financial literacy component;
- Ensure that training materials are regularly updated in line with market developments;
- Participate in discussions with stakeholders on the development of products and tools for the management of remittances;
- Coordinate with other entrepreneurship/business development initiatives including HELVETAS Nepal projects and link the potential trainee of financial literacy classes with them.

4. Planning, Monitoring and Documentation

- Support Project Management Units in preparing YPO especially on vocational skills training and financial literacy component;
- Ensure quality and timely submission of reports by trainers;
- Prepare comprehensive reports of skills training and financial literacy components including feedbacks and lesson learnt;
- Support Monitoring and Information Officer in information and knowledge management of vocational skills training and financial literacy related initiatives.

5. Required Education, Experience and Competencies

Education:

Master Degree in Management or in a relevant field

Experience and competencies:

- At least five years of relevant working experience
- Excellent understanding of TEVT sector of Nepal
- Good knowledge of tools and methods related to financial literacy trainings
- Good knowledge of financial sector and issues related to remittance management
- Result oriented personality/maintaining deadlines
- Excellent interpersonal competencies and team player
- Fluency in Nepali and English, both written and oral
- IT: Proficiency in using office application software; ability to produce, understand and analyze standard database reports; and efficiency in using communication applications
- Sensitive to poverty, cultural diversity, gender & social inclusion
- Understanding of the labour migration sector an advantage

Incumbent's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____