HELVETAS is a Swiss and German registered non-profit international development organization operational in 30 developing countries around the world. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. HELVETAS works in five key areas: Sustainable and Inclusive Economies, Skills Development and Education, Water and Infrastructure, Environment and Climate Change and Governance and Peace. Our working approaches prioritize local ownership, multi-stakeholder and equitable partnerships, and downward accountability. We are a gender, culture, race, creed, political and religion neutral organization which promotes inclusion, diversity and tolerance, respect and fair treatment for and between employees, partners, contributors and community groups.

We are currently looking for an enthusiastic, committed, experienced and reliable for our Skills for Employment (S4E) project based in Magway Office with frequent travel to project sites.

**Project Officer (Skills Development) - 100 %**

S4E (Phase-II) is a four-year project, which will be started in 2022. The main objective is “Supporting employment of young women and men in the Magway region in Myanmar through improved skills development measures and private sector development”. The goal is an increased income of youth and disadvantaged groups, which can be achieved either through wage- or self-employment.

**MAIN TASKS**

- responsible for the coaching, monitoring, and quality assurance of key stakeholders in delivering TVET trainings for young women and men.
- responsible for facilitating the business development of private enterprises and training institutions who are active in the target vocational occupations.
- responsible for grant management for SMEs and startup businesses.
- contributes to good team spirits, inputs to HELVETAS Myanmar ongoing programs and the acquisition of new projects
- Contribute to the program and projects development of HELVETAS Myanmar as relevant.

**YOUR QUALIFICATIONS**

- Bachelor’s degree in business/public administration, education, management, engineering, social sciences, development study or related field.
- Minimum 3 years of relevant professional experience in junior management level
- Proven knowledge and skills for the TVET sector and market system development, partnership and capacity development and project cycle management
- Experience of working with/for private sectors, SMEs, employers and trainers, and respective government departments is an asset
- Basic skills in MS office, Outlook, and virtual/digital applications for communication and networking (e.g. Zoom, Viber)
- Good English and excellent Myanmar language skills (able to write a comprehensive business letters and report in Myanmar language independently)
- Excellent interpersonal skills (e.g. communication, negotiation, facilitation, problem solving) and able to mainstream Gender and Social Equity and Conflict Sensitive approaches.

**WE OFFER YOU**

A local contract with a fair compensation package in a multicultural setting and a flexible and dynamic working environment, which values innovation, initiative and learning.

We look forward to receiving your complete application (Motivation letter, CV, work certificates/diplomas and three references) by 18th March 2024. Only shortlisted candidates will be contacted. Interviews will be a combination of verbal and practical exercises in English and Myanmar. Please send your electronic application to hr.mmr@helvetas.org and visit our website for more information about us: https://www.helvetas.org/en/myanmar