

Vacancy Announcement (Re-announcement) HEAD of TRADITIONAL TEXTILES

Position Title:	Head of Textiles
Position Type:	Full time
Probation Period:	3 months
Number of Positions:	One
Location:	Yangon, with occasional travel to other parts of Myanmar
Eligible Applicants:	Myanmar nationals
Application Deadline:	Friday 05 July 2024

Background

The Vocational Skills Development Program (VSDP) is implemented in Myanmar by Swisscontact | Swiss Foundation for Technical Cooperation. The Program's overall goal is to contribute to better livelihood opportunities and increase the resilience of women and men in Myanmar. The VSDP targets three sectors: textiles, agriculture, and infrastructure maintenance.

Swisscontact is currently looking for a **Head of Textiles** to be based in Yangon.

Overall responsibility

Crafts, including textiles, make up Myanmar's fourth largest employer, providing work to about 12 percent of the working population, or 2.5 million workers. The vast majority of these are women from ethnic minority groups residing in remote areas.

The textile industry encompasses a large variety of skills including yarn manufacturers, spinners, dye technicians, loom technicians, weavers, quality controllers, production supervisors and workshop managers, seamstresses, and designers not to mention all the business skills that are necessary to launch and run a textile business.

The HEAD of TEXTILES will be responsible for the ideation, organization, and oversight of vocational education and training in a variety of skills that underpin the textiles industry ranging from product design to sales. Coaches and supports his/her direct subordinates to ensure capacity building and better performance in their functions. Follows Swisscontact's rules and procedures such as the CoC and Country Manual. Provides VSDP management team with regular verbal and written updates related to VSDP's stakeholders. Provides VSDP management team with regular verbal or written updates on the performance of the Textiles Component

She/he will directly report to the **Team Leader**, based in Yangon.

Tasks

The **Head of Textiles** performs the following tasks:

Management

- Manages the component in accordance with the program and component objectives and line with agreed milestones and SC corporate principles.
- Prepares and executes yearly plans of operation and reports on those for the Textiles Component.
- Manages the component in terms of content, time, personnel, and financial resources agreed upon with the partners and the donor.
- Provides professional advice to partners and cooperates with important stakeholders and a broad range of target groups.
- Develop and facilitate the implementation of project interventions in cooperation with and support private-sector partner organizations. This includes industries (Micro, Small, and Medium Enterprises – MSMEs) that are interested to lead on new and innovative vocational training systems, particularly work-based training systems.
- Facilitate employment support services to the project beneficiaries of the textiles sector.
- Facilitate Business Development Support (BDS) and access to finance services to the MSMEs of the textile sector.
- Identifies needs to adapt the component design to new challenges.
- Work with textile artisans and master trainers on product development.
- Contribute to the organization of production management & follow-up.
- Oversee the design of training materials for textile artisans.
- Oversee the design of communication & marketing materials.
- Build and manage effective relationships with a wide variety of stakeholders including but not limited to people from disadvantaged backgrounds, CSO representatives, businesspeople (Myanmar and international), training providers, and education professionals.
- Contribute to the building of a textiles ecosystem to facilitate collaboration, information exchange, and opportunities.
- Collaborate with the MRM manager to ensure that MRM tools capture the scope and depth of the work carried out the component.
- Lead the Textiles Component, a team of two people.
- Supervise the work of consultants and thematic experts (Myanmar and international)

MRM and other crosscutting issues

- Works closely with the MRM team to ensure that component results are captured and reported.
- Assures adherence to gender mainstreaming, good governance, and Conflict Sensitive Program Management (CSPM) in all activities of the Textiles Component in coordination with the GESI and CSPM Advisors.
- Integrate GESI and CSPM principles throughout all the work carried out in the component and with partners.

HR

- Supervises Textiles staff in their daily tasks.
- Gets involved in recruitment, job descriptions, performance assessment, and staff management within the Textiles Component in coordination with the Team leader.
- Supports the Team leader in the identification and selection of short-term experts for the Textiles Component.
- Plans and supervises assignments for short-term experts in the Textiles Component (including drafting of ToR).

Other tasks

- Performs any other tasks requested by the direct supervisor and the Team Leader

Required qualifications, experience, and competencies

Qualifications

- At least a Diploma/bachelor's in education, business, design, fine arts, or a related subject; or relevant work experience. A master's degree is an added advantage.

Professional experience

- At least 7 years of professional experience in a comparable position in the field of education, vocational training, market system development, or business development in the textiles sector;
- At least 3 years of experience with project or general management;
- Previous experience facilitating or conducting education and/or training would be an advantage, particularly experience in conducting training of trainers;
- Previous experience in creating business plans and creating market access for products.

Other knowledge, additional competencies

- Ability to solve problems and make decisions;
- Ability to effectively build and manage relationships with a wide variety of stakeholders including but not limited to people from disadvantaged backgrounds, CSO representatives, businesspeople (Myanmar and international), training providers, and education professionals;
- Very good communication 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 would be an added advantage; and
- Outstanding organizational skills and willingness/capability to organize events.

Other characteristics

- Ability to work and interact with people from different aspects of life;
- Responsible and flexible, with a positive work attitude;
- Confident, approachable, and motivated;
- Outgoing personality and networker; and
- Willingness to travel regularly.

Workplace

The main place of work will be Yangon with regular visits to the project area if needed.

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 no later than **5:30 PM (Yangon time) on Friday 05 July 2024**. The email **subject line must mention: Head of Textiles**. 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

Country Office Myanmar

437(B), Pyay Road, Kamaryut Township, 11041 Yangon, Myanmar

Please note that:

- Swisscontact 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 an interview.