

Vacancy Announcement

Consultant for Employment Support Services Centres (ESSCs)

Position Title:	Consultant for Employment Support Services
Position Type:	Short Term Consultant
Contract Period:	6-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 resilience of women and men in Myanmar. The VSDP targets three sectors: traditional textiles, agriculture and infrastructure maintenance.

Swisscontact is currently looking for a **Consultant for Employment Support Services** to be based in Yangon.

Overall responsibility

In collaboration with the project's implementing partners of Infrastructure Maintenance, Textiles, and Agriculture components, The **Consultant for Employment Support Services** will be responsible for:

- i. Job matching and placement services
- ii. Guidance and counseling services
- iii. Labour market Information
- iv. Labour market programs & services

She/he will directly report to the three Component Heads, based in Yangon: Infrastructure Maintenance, Textiles, and Agriculture. He/she will also consult with others involved in the across all components and other VSDP staff, as required.

Tasks

More specifically the **Consultant for Employment Support Services** will implement the following tasks:

- i. Prepare a detailed work plan, referring to the key functions and objectives of the ESSC, for the implementation of this assignment, to be approved by the Component Heads. The work plan will indicate the key activities and time frame to meet the objectives.
- ii. Review relevant documents available with the projects. The consultant will visit appropriate development project(s) to find out information and learnings related to ESSC. He/she will also have an interaction program with partner TSPs/CSOs and the job seekers to find out their requirements for ESSCs. Employers will also be visited to realize their expectations which will be key for the success of operations of ESSCs.

- iii. Assist Component Heads for packaging contracts of five partner organizations, who are interested in becoming ESSC.
- iv. In collaboration with the ESCCSs, support TSPs/CSOs for brokering partnerships with the industries/employers of Textiles, Agriculture, and Infrastructure Maintenance sectors which will lead to the signing of the MoU between TSPs and industry for employment opportunities.
- v. Develop operational guidelines, including forms and formats, which will help ESSC in its operations. The final ESSC operational guidelines will be produced after getting feedback from the relevant stakeholders.
 - Improve networking and coordination among job seekers, employees, industry, business, TSPs/CSOs, etc.
 - Provide information to the management of TSPs for a clear direction of job market trends.
 - Facilitate narrowing down the gaps between demand and supply of skills competencies for trained workers
 - Follow up and track job seekers who received services from the ESSCs.
- vi. Estimate the budget for setting up an ESSC to make it fully functional.
- vii. Build capacity of ESSCs in the following areas:
 - Conducting rapid market assessments and collecting labor market information.
 - Maintaining a computerized database of job seekers, graduates, employers, and TVET providers.
 - Providing career, vocational, and employment counseling, as well as training referrals.
 - Utilizing digital platforms.
- viii. Facilitate ESCCs to:
 - Develop a database of at least 50-100 employers in each sector (IM, Textiles, Agri), including vacant positions.
 - Create a database for skills training offered by IPs/TSPs/CSOs and MSMEs (WBL).
 - Establish a database for job seeker registration, counselling, job matching, training referrals, etc.
 - Organize promotional campaigns such as job fairs/expos.
 - Develop digital platforms.

For details and terms of reference, please visit the following link: [ToR_ESSC](#)

Required qualifications, experience, and competencies

Qualifications

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

Professional experience

- Experience of a minimum of 10 years in skills, market system development, or business development
- Proven track record of institutional capacity building
- Familiarity with the employment support system
- Familiarity with the skills development landscape
- Experience working in the development sector will be an advantage
- Excellent communication skills

Other knowledge, additional competencies

- Outstanding organizational skills and willingness/capability to organize events;
- Ability to solve problems and make decisions;
- Ability to interact and work with disadvantaged persons, local training providers; and International and local businesses;
- Very good communication skills in English and Myanmar, oral and written;
- Excellent ability to use Microsoft Office package (Word, Excel, and PPT); and
- Good knowledge of financial procedures/management would be an added advantage;

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 with occasional travels to 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 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
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.