



## JOB-DESCRIPTION

<b>Date of issuance:</b>	
<b>Surname, name, initials:</b>	<b>Position: National Programme Officer- Technical and Vocational Education and Training (TVET)</b>
<b>Assumption of the Function:</b>	<b>Personnel category: Local Personnel</b>
<b>Direct supervisor:</b> Programme Manager – TVET, Migration and Climate	<b>Employment Level: 100%</b>
<b>Organization:</b> Embassy of Switzerland in Nepal	
<p><b>Requirements:</b></p> <p><b>Expert Competence</b></p> <ul style="list-style-type: none"> <li>▪ Master Degree in TVET, Education, Economics, Business Administration or any other relevant fields</li> <li>▪ At least 5 years of practical work experience in the development sector (of which 3 years in project cycle management) in areas such as Technical and Vocational Education and Training (TVET), private sector development, governance, or in relevant fields;</li> <li>▪ Sound understanding of current issues of national and international labour markets, private sector and enterprise development and its relation to the TVET sector in Nepal;</li> <li>▪ Familiar with the role and functions of the functionaries of TVET providers such as the Council for Technical Education and Vocational Training (CTEVT) and other relevant institutions; training providers (public and private) and different types of courses and programs available in Nepal;</li> <li>▪ Familiarity with the functioning of the Federal, Province and Local Government, in particular within the TVET sector;</li> <li>▪ Good understanding of the political and development landscape in Nepal;</li> <li>▪ Excellent conceptual and analytical abilities, including result-based project management in an intercultural context;</li> <li>▪ Good understanding of and experience working with government counterparts, private sector and development agencies;</li> <li>▪ Sensitivity and experience in the areas of gender, equity and social inclusion;</li> <li>▪ Proficiency in written and spoken English and Nepali;</li> </ul> <p><b>Methodical Qualification/Competence</b></p> <ul style="list-style-type: none"> <li>▪ Goal and result oriented;</li> <li>▪ Demonstrated ability to analyse, conceptualise, manage and monitor programs;</li> <li>▪ Ability to work independently, make decisions and implement them;</li> <li>▪ Innovative, ability to think out of the box and initiate changes;</li> <li>▪ Ability to learn and adapt quickly.</li> </ul> <p><b>Social Qualification/Competence</b></p> <ul style="list-style-type: none"> <li>▪ Networking, negotiation and communication skills;</li> <li>▪ Ability and willingness to work in team;</li> <li>▪ Ability to address feedbacks constructively;</li> <li>▪ Accept a wide spectrum of tasks</li> <li>▪ Intercultural sensitivity</li> </ul>	

Work in serial order of its implication	%	Kind of Completion
<p><b><u>Purpose of Job</u></b></p> <p>The National Programme Officer (NPO) is responsible for developing, monitoring, and steering programmes/projects in the TVET sector and relevant vocational skills development components of the migration portfolio. Under the Programme Manager's supervision, the NPO ensures that the project management cycle is timely managed and that the planning, implementation and reporting are of high quality.</p> <p>Furthermore, the NPO leads the SDC/the Swiss Embassy's policy and political engagements in TVET and donor coordination activities in the sector, on behalf of SDC.</p> <p>The NPO updates the supervisor regularly on relevant developments regarding the projects and the project environment to ensure relevance, coherence and informed decision making. The NPO contributes to the formulation of new strategies and to reporting results for the annual report.</p> <p>When communicating with partners, authorities and donors, the NPO represents Switzerland and ensures that the communication is coherent with SDC's and FDFA's principles and strategies.</p>	100%	
<p><b>1. Project management responsibilities / PCM</b></p> <ul style="list-style-type: none"> <li>• Responsible for the quality of the TVET projects' planning, management, monitoring and reporting under the supervision of the Programme Manager; Authorises payments as per approved Yearly Plan of Operations, agreement and contract.</li> <li>• Based on the guidance of the Programme Manager, develop concept notes and credit proposals as well as participates in the tender evaluation processes for TVET projects fostering synergies and complementarity with other projects, particularly in the area of migration and transversal themes, as required; To this end, drive pilots in the area of cross-border cooperation with countries of destination to ensure a better match of labour market needs and skills training, recognition of skills and cooperation models.</li> <li>• Support mainstreaming of SDC transversal themes (such as federal state building, digitalization, climate change and GESI) including the promotion of workforce diversity in line with SDC's policy on Workforce Diversity in all assigned projects.</li> <li>• Support external partners in the realisation of the mandated tasks, advice and promote an effective exercise of functions, minimising risks (based on partners' progress reporting).</li> <li>• Contribute to SDC's annual planning and reporting activities in TVET; Contribute to Quarterly Reviews/Planning, AR process, MTR and strategy processes.</li> <li>• Support capitalisation of experience, knowledge sharing, synergies and learning within the SDC Nepal team and with partner organisations.</li> </ul>	70%	Independently
<p><b>2. Policy dialogue:</b></p> <ul style="list-style-type: none"> <li>• Lead, in close consultation with management, SDC/the Swiss Embassy's political and policy engagements with the Government of Nepal for the implementation of the constitution in the TVET sector, enhancing private sector's role in TVET sector governance and enhancing the quality of TVET system.</li> <li>• Liaise with government officials at local, provincial and federal level, and participate in policy dialogue with all spheres of the government in TVET as well as the private sector, prepare material for workshops when needed and inform the Supervisor about new developments or issues of a policy/political nature in the sector.</li> </ul>	20%	In consultation with line manager

