

Project Officer

Vocational Training Program in Electricity and Automotive

Ho Chi Minh, Vietnam

CONTEXT

The European Institute of Cooperation and Development (IECD) is a French non-governmental organization founded in 1988 and operating in the field of social and economic development in partnership with local institutions. IECD's main sectors of action are vocational training and professional integration, assistance to micro and small enterprises and access to education and health for the most vulnerable.

The Seeds of Hope program aims to allow young people to have access to interesting jobs with opportunities for development in the fields of electricity, energy and automotive maintenance, by reducing the gap between companies' needs and students' skills. In partnership with companies and vocational training centers, the program focuses on:

- upgrading the training curricula
- providing equipment for the technical practice
- training the trainers
- developing the « Guidance & employment » activities.

The program has been launched in 2007 in Lebanon and has then been implemented in Morocco, Egypt, Nigeria and Ivory Coast. In 2017, the project has been launched in Ho Chi Minh City in partnership with two vocational training centers: the Thu Duc College of Technology and the Ho Chi Minh City Technical and Economic College (district 6).

In 2018, a 3rd vocational training school will join the program.

More information on www.iecd.org

MISSION

Under the responsibility of the Seeds of Hope project manager and with the support of the Seeds of Hope team, the project officer will be involved throughout the project. He/she will mainly focus on following missions:

1. Relationships with project's stakeholders and management of specific project activities:

The project officer will take an active part to the relationships with the partners of the project (training centers, companies, institutions etc.) at different stages of the project and will be involved in following activities:

- Job market analysis
- Curriculum upgrade
- Creation and follow-up of a companies' network
- Training of Trainers: identify the needs and organize the trainings

2. Organize "Guidance & employment" activities

In order to foster student's successful professional integration, the project officer, in partnership with the vocational training centers and with companies will:

- Identify the gaps between students and companies
- Organize activities in order to close this gap: internships, company visits, presentations etc.
- Organize Job search workshops and life skills trainings
- Follow-up the implementation of the activities and ensure their evaluation and improvement

3. Regular reporting and follow-up

He / she will participate to:

- The definition and implementation of success indicators
- The regular follow-up and reporting (internal and external), activity reports writing etc.
- The follow-up of alumni's professional integration



4. Communication:

- Support the creation of communication tools (flyers, video etc.)
- Communicate on the project for external and internal purposes (newsletter, website etc.)

5. General support to the Project team for project's day-to-day operations:

- Support for events organization (job fairs, ceremonies etc.)
- Translations and interpretation

According to candidate's profile, specific activities could be considered: technical support, focus on the “renewable energy” subjects, focus on Life skills training etc.

EXPECTED PROFILE

Education: University Degree

Experience: At least 2-3 years working experience

Skills and qualities expected:

- Autonomy and good organizational skills
- Good interpersonal skills for communication, representation with public and private partners, networking
- Ability to work in a multicultural environment
- Ability to work under pressure and to maintain deadlines
- Good proficiency in spoken and written English and Vietnamese
- Writing skills (reports, presentations etc.)
- Proficiency with Word, Excel, PowerPoint
- Would be appreciated: interest or experience in Training, Pedagogy, Vocational Training
- Interest or experience in the Electricity and / or Automotive Maintenance sector would be a plus

CONDITIONS

Location: Ho Chi Minh City

Salary: according to profile and work experience

Start: as soon as possible

CONTACT

Send your Resume & Cover letter to mihaela.chirca@iecd.org