



International Council of Swedish Industry is hiring a Regional Programme Coordinator, Swedish Workplace Programme – Vietnam

Location: Hanoi, with occasional travel in South East Asia and to Sweden

The International Council of Swedish Industry is looking for an energetic, thoughtful and creative co-worker to join the team that implements the **Swedish Workplace Programme (SWP)**. You will be responsible for the day to day planning, implementing, monitoring and reporting of the programme activities. In addition, you will be responsible for organizing periodic country/regional budgets, reviews, reflective learning practice, conducting first level training/workshops, organising events and monitoring of activities. This will be done in close co-ordination with local implementing partner(s) organizations and stakeholders.

As the ideal candidate, you are energized by the opportunity to build and develop new ideas on how to engage the private sector in contributing to decent work and sustainable business.

As our new colleague, we believe that you are enthusiastic about working in a team setting, managing multiple tasks with a high level of diligence and is comfortable working towards deadlines and results. Working in an international setting, you have excellent interpersonal skills and ability to practically solve problems. You will be based in Vietnam but will have the opportunity to travel both regional and international.

About the Swedish Workplace Programme

The Swedish Workplace Programme is a partnership between the International Council of Swedish Industry and the Metal and Industrial workers union IF Metall. SWP builds on the fundamental idea that the workplace is a powerful venue for change to drive decent work and sustainable business practices.

Since 2004 NIR and IF Metall have implemented workplace wellness programmes in Eastern and Southern Africa, funded by the Swedish International Development Cooperation Agency, SIDA. Starting in 2020 the program becomes global and focuses on promoting decent work and sustainable business by stimulating partnerships between management and employees around diversity, inclusion, health and safety, skills etc in the workplace.

The global programme Management team is based in Stockholm and the local workplace programmes will be implemented and managed by regional coordinators resident in South Africa, Kenya, Colombia and Vietnam. The SWP will be implemented over the course of five years (2019-2023) and is funded by SIDA.

For further reference, please visit NIR's webpage: www.nir.se and SWP www.swpglobal.org

Main Responsibilities

As our regional coordinator you will;

- Represent SWP in the region
- Communicate the programme to different stakeholders such as business, unions, government agencies and NGO's
- Manage, oversee and facilitate the implementation of workplace programmes
- Establishing local networks and sharing of the SWP model
- Budgeting and follow up of activities
- Conduct first level trainings/Workshops and monitor trainings of employees, management and union representatives at workplaces participating in SWP



- Supervise guide and monitor external technical facilitators
- Report and interact with management team in Stockholm
- Day to day planning, implementation, monitoring and reporting of programme activities
- Support the SWP team in finding and procuring expertise in the above thematic areas in the countries of operation.

Qualifications

Required:

- Minimum 5 years of program/project management experience
- Bachelor's degree in business management, economics, human resources, social science or equivalent (Master's degree is an advantage)
- Excellent interpersonal, communication and networking skills
- Experience from facilitation of workshops and development of partnerships
- Ability to translate strategic goals and priorities into realistic and flexible plans
- Self-motivated proactive and structured with proven ability to develop and drive your own initiatives
- High professional and ethical standards for handling confidential information
- Excellent verbal and written English language skills
- Legally allowed to live and work in Vietnam (if not Vietnam nationality)

Desirable:

- Experience in designing, organising and running trainings with employees in areas such as workplace environment, conflict management, occupational health and safety, workplace dialogue, diversity & inclusion and skills development
- Experience in relevant professional or academic experience in programme evaluation and development economics
- Previous experience working in international business, labour market issues, business and human rights, sustainability and international development
- Previous experience and knowledge of working with the labour market parties
- Ability to adapt message to culturally diverse audiences

What we offer

- A position in a stimulating, international work context
- A key role in developing and driving the operations of the SWP in the region and contributing to sustainable business
- Exposure to the Swedish business culture and an opportunity to apply it in a different context
- A fulltime position with market-based remuneration
- 13th month salary
- Healthcare insurance coverage
- 12 annual leave days

Additional information

Desired date of commencement is in July 2020. This is a fixed term contract position with 2 months' probation period and possible extension of up to 3 years.



In this recruitment NIR is cooperating with Business Sweden (thus only applications received via Business Sweden will be considered).

For questions about the positions, please contact: Tran Diem Anh (Ms.) or Dang Thao Nguyen (Ms.) at Business Sweden on recruitment.hanoi@business-sweden.se. Unfortunately, we will not be able to answer individual questions by telephone.

Your application

If you meet the qualifications and believe that you can contribute, please follow the link below and fill in the online application form together with your CV and references: <https://forms.gle/BAgNfVRXBY4Wt6MR9>.

The application period closes on 12 April 2020. We advise you to apply as soon as possible as applications will be reviewed and conducted continuously.