

The German government's international cooperation enterprise for sustainable development, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, operates worldwide on behalf of German Ministries, the governments of other countries and international clients. GIZ has worked for more than 60 years in Thailand. We are currently looking for a Project Officer for the project “**Regional Cooperation Programme for TVET in ASEAN**”.

Project Officer

The Regional Cooperation Programme for Technical Vocational Education and Training (TVET) in ASEAN (RECOTVET) has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) for its third phase from July 2020 – June 2023. The programme will tackle the problems facing TVET systems in ASEAN member states (AMS), which are inadequately prepared to adapt to the challenges presented by digitalisation and industry 4.0. The objective is to provide AMS with opportunities for mutual learning and develop the capacities of TVET stakeholders to provide demand-driven TVET in response to digital transformation.

The programme will provide services in the following 3 areas:

1. Supporting regional institutions, such as ASEAN and the Southeast Asian Ministers of Education Organization (SEAMEO) on TVET and the development of recommendations and strategic orientation for adapting TVET systems to the challenges of digitalisation. A particular focus will be on the digital skill needs of women and the ability of policy makers to forecast such skill requirements in a timely manner.
2. Promotion of the cooperation of business and industry in TVET. Investments of the private sector drive the digital transformation of jobs and related competence requirements. Business membership organisations have a key role to play in the adaptation of TVET to the changing demand on the labour markets. Through a series of capacity building measures, the programme will support the efforts made by private sector institutions to offer their members vocational training activities and new services to address the challenges of digitalisation.
3. Strengthening the digital competence and capacities of TVET institutions and TVET personnel across ASEAN. The programme will facilitate the development of digital competence for TVET professionals, the development of demand-driven online content and training for selected multipliers in advising TVET institutions and companies on digitalisation.

To support its programme activities, RECOTVET is looking for a Project Officer to assume the following responsibilities:

Responsibilities:

With a focus on coordinating project activities and maintaining good flow of communication, the **Project Officer** will support all measures in accordance with the work plan of the programme. He/she will

- Take part in the planning, implementation and documentation training courses, workshops, the development of knowledge products and other project activities in Bangkok and elsewhere in Southeast Asia;
- Maintain contacts with the programme's stakeholders and coordinate with partners from ASEAN member state governments, TVET institutions and colleges, universities, regional

organisations, and private sector organisations, such as chambers of commerce, business associations and companies;

- Develop a database and a monitoring system for meetings, training courses and workshops including the recording of progress and documentation of results and the elaboration of project reports;
- Assist in the development of communication materials for the programme, for example publications, flyers, newsletter articles and PowerPoint presentations.
- Undertake other project activities and any other tasks as assigned.

We are looking for a candidate who preferably possesses (the equivalent of):

- At least 4 years of professional work experience in a similar position or field;
- University degree in vocational education, liberal arts, economic, social/political sciences or a related field;
- Knowledge and competencies in the fields of digitalisation of education and online learning are an asset.
- Experience in project management and / or research experience in an area related to the project's requirements is desirable;
- Experience or background in education and particularly vocational education is an advantage;
- Experience in PR and communications is an advantage;
- Excellent command of MS-Office;
- Excellent command of the English language, including drafting skills, is a requirement; knowledge of German is an asset.

The programme's main office is located in Hanoi, Viet Nam and Bangkok, Thailand. The implementation plan entails regular engagement with the programme's regional and national partners in the ASEAN region. The position might therefore require travel within Southeast Asia.

This will be a fixed-term contract, starting as soon as possible and running until June 2023.

Please submit your application and CV to chattayada.pattaragulwanit@giz.de. The deadline for applications is Friday, 25 September 2020. Only shortlisted candidates will be contacted. GIZ Thailand is an equal opportunity employer and actively encourages gender diversity within the company and operations.

GIZ Office Bangkok

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