

SECTOR COORDINATOR FOR ZONE – 2, BOGURA OFFICE



SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

We create opportunities

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Background

Swisscontact is seeking applications from qualified candidates for the position of **'Sector Coordinator for Zone – 2, Bogura office'** for the Building Skills for Unemployed and Underemployed Labour (B-SkillFUL) Phase II programme. B-SkillFUL Programme Phase II is a four-year (2020 – 2024) skills and enterprise development programme, supported by the Embassy of Switzerland in Bangladesh, and implemented by Swisscontact. It contributes to Switzerland's overall goal in Bangladesh, which is to bring about a more equitable society that enjoys inclusive and sustainable growth, aligned with the 2030 Agenda of the United Nations. The programme aims to improve productivity and competitiveness of **Micro, Small and Medium Enterprises (MSMEs)** and create better jobs by promoting Business Development Services (BDS) to at least 800 MSMEs and Workplace Based Training (WBT) to at least 13,000 new and existing workers. The programme is also promoting improved working conditions, gender equity, social inclusion, and more environmentally sustainable practices among participating MSMEs.

To support us in the programme activities we are looking for self-motivated **Sector Coordinator for Zone – 2, Bogura office**.

Employment start: As soon as possible.

Contract duration: Initially 1 (one) year (renewable until end of the project period 31st August 2024).

Place of work: B-SkillFUL phase II programme, Bogura Office.

No. of Position: 01

Field visits play a large part in the incumbent's activities; as such, it is expected that the incumbent is willing and able to take part in such activities as needed and sometimes under short notice.

Educational Qualification: A bachelor's degree (master's degree preferred) in Economics, Development Studies, Engineering or any other relevant discipline.

Experience: At least three (4) years of relevant work experience in the field of development cooperation with expertise in private sector development/ market system development with INGO/NGOs, BDS providers, sector-based organisations and/or research firms.

Note: Educational background and working experience in the leather or the light engineering or the furniture sectors is preferred.

Roles and Responsibilities:

The Sector Coordinator - Zone 2 is responsible for:

- Supporting in designing and implementing sector specific interventions.
- Supporting in choosing relevant sectors, micro, small and medium enterprises (MSMEs) and service providers to facilitate programme interventions.
- Supporting in sector analysis, assessing and identifying sector constraints, data collection and analysis, preparation of sector reports, etc.
- Assisting the Senior Manager – Partnership Management and Field Operation and Senior Manager – Partnership and Strategy in strategic thinking and planning, strategy development, deal making and partnership management.
- Providing strategic support to ensure programme's goals are met through appropriate inclusive market development strategies, and integration of transversal themes.
- Assisting in identifying commercial viability of various solutions such as skills-development initiatives and Business Development Service (BDS) for MSMEs.
- Assisting strategic communication and capitalisation initiatives of the programme.
- Assisting in building capacity of programme staff on inclusive markets and Market Systems Development approach.
- Assisting in organising seminars, knowledge sharing events and workshops.
- Ensuring quality of deliverables and overall quality assurance in each step of the process.
- Effectively coordinate all relevant information from the field level.
- Effective coordination with local stakeholders including Government agencies and other programmes.
- Collaborating with the Monitoring & Results Measurement (MRM) team to ensure the quality of MRM inputs with regular feedbacks to other sector officers on the quality of data requirement.
- Mentoring and coaching of sector officers.
- Ensuring effective relationship management with partners subcontractors.

Gender - Roles & Responsibilities:

- Supporting the Manager – Gender and Labour Rights and Decent Work (LRDW) on the application and

operationalisation of the Gender and LRDW Strategy.

- Ensuring all data collected and analysed and segregated by gender.
- Ensuring data collection tools and methods are gender sensitive.
- Identifying gaps in understanding of gender and social inclusion within the team and (partners) and support capacity development initiatives.
- Ensuring positive working environment for women and men.
- Ensuring a workplace free of any types of discrimination and identity-based violence.
- Supporting capacity development of partners on gender and social inclusion.

Risk Management - Roles & Responsibilities: Support the Supervisor on the application and operationalisation of the following guidelines to support risk identification and management process:

- LRDW Strategy – B-SkillFUL Programme Phase II
- Gender Strategy and Action Plan – B-SkillFUL Programme Phase II
- Gender Guideline for Projects – Swisscontact Global
- Policy on Gender Equality and Gender Inclusion – Swisscontact Global
- Inclusive Markets Practitioner Handbook – Swisscontact Global

Core Competencies and Additional Requirements:

- Good understanding of Markets Systems Development approach and facilitation including coaching, relationship building, communicating, open and willing to work on new initiatives
- Excellent verbal and written communication skills in English and Bangla.
- Excellent computer literacy in MS Office programmes (specifically Word, Excel, PowerPoint and Outlook).
- Possesses leadership and management skills.
- Is a team player but also has the ability to work independently with limited to no supervision.
- Excellent organisational skills and ability to multitask effectively under pressure.
- Demonstrates curiosity to learn and acquire knowledge from vastly different sources.
- Must possess in-depth knowledge of different sectors such as furniture, light engineering and leather goods with respect to SME and skills-development, poverty reduction and growth.
- Results orientated and strong research and reporting skills.
- Attentive to details and quality of work.
- Works with trustworthiness and integrity and is committed to Swisscontact's core values.

- Demonstrates awareness and sensitivity to gender and diversity (including sensitivity towards people with disability).
- Must be willing and able to take part in field activities as/when needed, sometimes under short notice.

Others:

- Collaborate with the other programme units for efficient and effective project implementation and mutual learning.
- Support implementation of Monitoring and Results Measurement (MRM) system of the programme; and
- Any other task as mutually agreed by supervisor and the employee.

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust, and teamwork.

Application details:

Please email your CV along with a cover letter (elaborating your competencies for the position and your expected salary) to bd.bskillful@swisscontact.org addressing **Manager, Business Administration**, B-SkillFUL Phase II Programme, Swisscontact Bangladesh.

Email Subject: Sector Coordinator for Zone – 2, Bogura office, B-SkillFUL Phase II.

Application submitted without **Cover letter (CL)**; elaborating your competencies for the position and expected salary will not be accepted. Please mention “**CL _ Full name**” you are applying for the file name.

The job description can be downloaded from our website <https://www.swisscontact.org/en/countries/bangladesh/jobs>. Please mention the exact title of the position in the “subject line” of your email. Applications must be submitted on or before **13 August 2022**.

Only short-listed candidates will be contracted for final selection process.

N.B.: Swisscontact reserves the right to reject or cancel any application.

Swisscontact is an equal opportunity employer. We strongly encourage female professionals to apply.