

TVET Technical Officer – Job Description

Job purpose

The TVET Technical Officer will provide technical support and coordination for the planning, implementation, quality assurance and monitoring of Technical and Vocational Education and Training (TVET), employability and entrepreneurship activities under the ADAP component of the RISE project.

Under the supervision of the ADAP Project Manager, the Officer will support quality, relevant and inclusive skills-development opportunities for adolescents and youth, ensuring that training responds to participants' needs and relevant employment and livelihood opportunities.

Job responsibilities

- Support the planning, implementation and technical coordination of TVET, employability and entrepreneurship activities in line with the approved project workplan, targets and UNICEF-supported programme approaches.
- Provide technical guidance and follow-up to trainers, facilitators and field teams, including support to training plans, curricula, learning materials and practical, competency-based approaches.
- Support the identification of relevant vocational skills and training opportunities, considering adolescents' and youth's needs, interests and local labour-market opportunities.
- Monitor the quality of TVET activities through field visits, training-session observation, technical reviews and participant feedback, and recommend corrective actions where required.
- Support trainer orientation, coaching and capacity building on effective, participatory and learner-centred training approaches.
- Strengthen linkages between TVET, employability, entrepreneurship and life skills, in coordination with the Life Skills and other ADAP teams.

- Support coordination with vocational training providers, employers, private-sector actors, authorities and relevant stakeholders to improve the relevance and sustainability of skills-development opportunities.
- Ensure that TVET activities are inclusive, gender-responsive, safe and accessible, particularly for vulnerable and marginalized adolescents and youth, including persons with disabilities.
- Contribute to monitoring of participation, completion, training quality, skills acquisition and other relevant indicators; support data collection, participant feedback and documentation of results.
- Contribute to technical reports, success stories, good practices and lessons learned, and provide regular updates to the ADAP Project Manager.
- Ensure application of safeguarding, PSEA, protection, Do No Harm and accountability principles throughout TVET implementation.

Qualification and Experience

- University degree in Education, Business Administration, Economics, Social Sciences, Development Studies, Youth Development or a related field.
- Minimum 3–4 years of relevant experience in TVET, vocational/skills development, employability, entrepreneurship, youth development or related programming, preferably with NGOs, UN agencies or development/humanitarian programmes.
- Demonstrated experience in technical training delivery, trainer support, curriculum/material development, competency-based learning, skills assessment and/or training quality assurance.
- Experience working with adolescents and youth, particularly in employability, entrepreneurship, career development, skills development or transition-to-work programmes.
- Experience in programme coordination, monitoring and reporting, and engagement with training institutions, employers, private-sector actors, authorities or other relevant stakeholders.

Skills

- TVET and skills-development programming
- Technical training and quality assurance
- Youth employability and entrepreneurship
- Trainer coaching and capacity building
- Labour-market and skills-needs analysis
- Programme coordination, monitoring and reporting
- Partnership and stakeholder engagement
- Communication, facilitation and teamwork
- Problem-solving and adaptability
- Safeguarding and inclusive programming

Please note:

- Please note that these vacancies are part of a roster/pool of potential candidates.
- No start date is confirmed at this stage, and any engagement will be contingent upon the successful completion of all required project procedures and approvals.
- **Work Location: Aleppo and Idlib**
- **You are kindly requested to submit your resume with the title in the subject line "TVET Technical Officer" to the following email address: career.sy@hand.ngo Applications without the subject name will not be considered.**