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Career Coaching Advisor

Based in Vientiane Capital, you will be required to support university students in the Lao PDR to understand their career options and to increase their work skills, job search skills, leadership and confidence in order to reach their career potential.

The Student Career Coaching Advisor is a member of SFE's Women Leadership Development Fellow project team. The SFE project team works with our partners and beneficiaries to implement the project. Our partners and beneficiaries include the Faculty of Economics and Business Management at the National University of Laos, university students, and our employment partners.

1. Introduction of SFE

SFE is an NGO working in Laos since 1998. Leading currently four projects involving more than 50 local collaborators and 20 foreign experts, SFE implements projects closest to the field in order to meet the real needs of the people and the communities who are considered as partners of the development rather than beneficiaries. In collaboration with the local authorities, SFE is involved in support to the medical structures, integrated rural development and inclusion of people with disabilities or social disadvantages.

2. Job status and starting date

- First contract duration of 3 years minimum.
- Full-time position
- Volunteer status. We ask the volunteer to be involved in looking for his/her financial support
- Expected start date: October 2024

3. Location

Vientiane Capital

4. Framework defined by

- The agreements between SFE and its donors
- The framework agreements relating to SFE projects (Memorandum of Understanding) signed between the SFE and the Laotian government.
- All the official documents of SFE including in particular the internal regulation and the vision.

5. Main activities

- Assist project partners and partners in setting up materials and to advise on a variety of topics related to career advancement, such as resume writing, interviewing, networking, and salary negotiation.
- Support project staff and partners to administer personality and skills assessments to help students better understand their strengths and opportunities.
- Support project staff and partners to develop individualized career plans for students based on their interests, skills, and experience.

- Support project staff and partners to identify student learning goals and create plans that provide opportunities for students to meet these learning goals – especially regarding the internship experience.
- Assist with and/or coordinate logistical and administrative details for career fairs, training workshops and special career events.
- Stay up-to-date on the latest trends in the job market and provide students, project staff and partners with information about potential career opportunities.
- Network with other professionals in the field to find job leads for program fellows.
- Support project planning and activity coordination, as needed.

6. Supervision

Project representative

7. Skills, education and experiences required

- **Skills**
 - Passion for helping others achieve their career goals.
 - Ability to share knowledge in a simple and educational way.
 - Curiosity and an open mind to seek innovative solutions in a context where few actions are taken to restore dignity to the most vulnerable.
 - Strong interpersonal and communication skills. Good ability to create and maintain relationships.
 - Ability to work independently and as part of a team.
 - Excellent organizational and time management skills.
 - Flexibility to learn Lao and to work in this language.
 - self-training ability
 - Solid foundation in faith.
- **Experience**
 - Experience designing and delivering career counseling or professional skills development training.
 - Experience writing project reports and following a budget.
 - Experience working in international development is an advantage. Training at the beginning of employment is possible.
 - Experience working in an intercultural team or abroad is an advantage.
- **Education**
 - 2+ years of experience in career counseling, professional development coaching including at least 1 year managing a team.
 - English language skills (near fluent written and spoken). French or Lao languages skills are a plus.
 - A training in development is an advantage but not required.

8. Application Process:

- CV and motivation letter have to be sent by email to: france@sfe-laos.org
- Website: www.sfe-laos.org

2024 January