



Technical Officer - Swiss Tourism for Sustainable Development Project (ST4SD) based in Hanoi

Helvetas is a non-governmental organization, founded in Switzerland in 1955, and supported by more than 100,000 members and sponsors as well as 12 regional volunteer groups. Helvetas has been operating in Vietnam since 1994 in the sectors of Agriculture, Forestry, Governance and Peace, Water and Sanitation, and Rural Development. Today, Helvetas Vietnam's programs focus on Sustainable and Inclusive Economies, specific interfaces with Climate Change and Vocational Skills Development are considered and further deepened. At HELVETAS, we believe in making a lasting impact through locally driven and inclusive development. You'll work in a collaborative team environment and contribute to meaningful change in Vietnam's tourism sector.

Helvetas Vietnam is seeking a full-time dynamic and motivated Technical Officer for the SECO-funded project "**Swiss Tourism for Sustainable Development Project (ST4SD)** in Vietnam", 2023-2027. ST4SD is implemented by HELVETAS in partnership with CRED and aims to foster inclusive and sustainable tourism in Vietnam. ST4SD promotes sustainable tourism as a driver of economic growth, cultural preservation, and environmental stewardship. The project supports both public and private tourism stakeholders and focuses on:

- Technical support for sustainable tourism policy implementation
- Human resource development for Vietnam's tourism sector
- Sustainable product and destination development

DUTIES & RESPONSIBILITIES

As **Technical Officer**, you will provide cross-cutting technical, coordination, and quality assurance support to the project team. Key responsibilities include:


- Support the Team Lead in project planning, reporting, and coordination
- **Lead the preparation and editing of high-quality donor progress reports** in English, ensuring alignment with Swiss SECO standards, MEL indicators, and project results.
- Coordinate with technical teams to synthesize achievements, challenges, and lessons learned.
- Support the application of **MEL tools**, including data collection, indicator tracking, and results documentation.
- Contribute to the development and writing of communication products, success stories, and technical content:
 - Assist in technical input for policy development and stakeholder dialogues
 - Contribute to tourism workforce training initiatives
 - Support sustainable product and destination development
 - Collaborate on communications and project visibility efforts
- Ensure technical consistency across project components
- Provide interpretation during meetings, workshops or event as needed
- Provide written translation of documents, reports and communications

REQUIRED QUALIFICATIONS

- Minimum Bachelor degree in Tourism, development studies, international relations, communications or equivalent
- Strong coordination, analytical and communication skills
- Excellent English writing and editing skills – especially for donor and technical reports
- Ability to coordinate across diverse stakeholders
- Proficiency in English and Vietnamese (written and spoken)
- A commitment to sustainability, inclusion, and local development
- Experience with MEL systems and understanding of development project indicators

- Ability to travel nationally to project sites and activities
- Prior experience in sustainable tourism, development cooperation or donor funded project is an advantage

Interested candidates please send application “**Technical Officer – ST4SD**” including CV, motivation letters and copies of diplomas to Helvetas.vietnam@helvetas.org by **August 3rd, 2025**. Only short-listed candidates will be contacted.

 Learn more about us: www.helvetas.org/vietnam ; www.st4sd.vn