

Job Announcement

published on September 20th, 2020

sequa gGmbH is a globally operating non-profit development organisation. Since 1991 sequa has carried out programmes and projects of international cooperation in close collaboration with the German private sector. sequa offers know-how and long-term experience in capacity development for chambers and associations (BMOs), vocational education and training, private sector development and trade. The organisation is based in Bonn, Germany. sequa employs more than 90 persons (2019) and reported a turnover of 39 million EUR in 2019.

To fill a vacancy of a project-based assignment we are searching for 1 qualified

Field Liaison Officer (m/f/d), residents w. work permit

Location:	Partner office in Kerman
Assignment Period:	01.09.2020 - 28.02.2022
Project:	Iranian-German vocational qualification project for Afghan refugees (ARIVET)

The Project

The Iranian-German qualification project for Afghan refugees in Iran will be implemented by sequa with German Government's funds. The objective of the Project is to enhance the professional and economic competences of Afghan refugees as well as their chances for a successful return and reintegration into Afghan society.

The Project provides vocational training, market-oriented advisory services as well as capacity building measures for participating Iranian organizations. sequa makes use of its network in Germany and will involve German chambers and business associations in order to provide solid technical VET expertise to the Project.

The main partner of the Project in Iran is the Bureau for Aliens and Foreign Immigrant Affairs (BAFIA). Key stakeholders of the Project are the Technical and Vocational Training Organization (TVTO), the Instructor Training Centre (ITC) and local NGOs. Networking partners are selected international organizations in Iran.

Your Tasks / Responsibilities

- Communicate and Coordinate activities as liaison officer between sequa and the sequa's partners in the project regions in order to ensure harmony among the regional implementing partners and foster alliance;
- Support the monitoring of the project in the project regions as well as correct spending of funds along the sequa's rules and regulations which includes, e.g.:
 - Support Monitoring Manager of sequa Iran to improve monitoring tools based on experience in the project regions;
 - Ensure that relevant baseline and monitoring data is collected and entered in relevant systems and support program assessments;
 - Ensure and support correct financial documentation, project forecasting and correct elaboration of financial spreadsheets;

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- Follow through project activities and ensure their prompt implementation in the project region and attend the key meetings;
- Collaborate and Support in the preparation of missions to the project regions including accompanying the short-term international experts hired.

Your Qualification / Skills

- University degree (Bachelor) in one of the fields of Business Management, Business Psychology, Economics or similar;
- Certificates on data collection (quantitative/qualitative) or in accounting is an asset;
- Very disciplined working style, solid organisational and planning skills;
- Ability to work in a fast-paced, high-pressure environment;
- Willing to take initiative to proactively solve conflicts and address issues
- Strong team skills, diplomatic skills, ability to communicate effectively;
- Strong report drafting skills, focus on details;
- Excellent command of written and spoken Farsi and English;
- Full computer literacy goes without saying;
- Prepared for frequent travelling in Iran.

Your Working Experience

- A minimum of 5 years of working experience in M&E, preferably in international organisations;
- A minimum of 2 years working in finance or as an accountant;
- A minimum of 1 years working experience with BAFIA, Iranian NGOs, TVTO;
- Working experience in project cycle management and logic frameworks required;
- Working experience in conducting surveys, assessments, sampling and data analysis required;
- Working experience with M&E software, web-based monitoring tools is an asset.

Please send us your application by no later than September 29th, 2020 to iran.office@sequa.de

Please send us your cover letter, your CV in the EuropeAid format as requested by the European Commission, relevant resumes, and your salary expectations, and also write down the position which you applied for it in your email subject.

The CV template can be downloaded from our website. Subject to comparable qualification handicapped persons will be preferred.