

*Published on October 11th, 2021*

sequa gGmbH is a globally operating non-profit development organization. Since 1991 sequa has carried out programs 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 organization is based in Bonn, Germany. sequa employs more than 100 persons (2021) and reported a turnover of 46 million EUR in 2019.

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

## Project Officer (m/f/d) (resident with work permit Iran)

Location:	sequa project office Iran/Tehran
Assignment Period:	01.11.2021 - 28.02.2022, continuation possible
Project:	Vocational Education and Training for Afghan Refugees in Iran (ARIVET)

### The Project

The Vocational Education and Training for Afghan Refugees in Iran (ARIVET) is implemented by sequa with the German government's funds. The objective of the project is to enhance the professional and economic competencies of Afghan refugees.

The Project provides vocational training, market-oriented advisory services as well as capacity building measures for participating Iranian organizations. sequa will make use of its network in Germany and involves German chambers and business associations to provide solid technical Vocational Education and Training (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 Organisation (TVTO), the Instructor Training Centre (ITC) and local non-governmental organizations (NGOs). Networking partners are selected international organisations in Iran.

### Your Tasks / Responsibilities

- Assist in the design, planning, implementation and monitoring of project activities, including assisting the planning and implementation of the VET unit activities mainly vocational training courses, sectoral assessments and Training of Trainers (ToT); supporting preparation and signature of MoUs and contracts with partners; planning in close coordination with the counterparts for implementation of activities at the provincial level; actively supporting the timely communication with counterparts including formal correspondences for approval and implementation of activities, conducting missions and meetings; following-up on a daily basis for the implementation of activities with counterparts and conducting monitoring visits whenever needed;
- Provide support for the preparation of different project documents and tools including activity budget, plan of actions, processes, questionnaires, donor and government reports, lessons learned, etc;
- Assist in managing the network of partners including communication and information-sharing with the counterparts mainly TVTO; arranging for and taking part in external meetings both at central and provincial level whenever needed;

*Published on October 11th, 2021*

- Provide support for monitoring and proper documentation of project activities through facilitating the preparation of required reports on project activities and follow-up with partners for the provision of the necessary information on the activities in close contact with M&E unit;
- Support timely financial verification and proper collection of financial reports of project activities specifically regarding TVTO MoU and other contracts of the unit as required by sequa; draft and process contracts of short-term experts;
- Carry out interpretation in the missions and meetings and translation of project documents whenever needed;
- Manage calendars, make travel, meeting and event arrangements.

### • Your Qualification / Skills

- University degree (Bachelor's or Master's) in Business Administration, Management, Education/Pedagogics or other relevant fields;
- You have good organisational and planning skills;
- You have good time management and multi-tasking skills;
- You have professional experience working with different counterparts;
- You have a very good command of written and spoken Farsi and English;
- Full computer literacy goes without saying;
- You are prepared for frequent travelling in Iran.

### Your Working Experience

- A minimum of four years experience working as a project officer or assistant;
- A minimum of two years of working experience in international organizations or companies;
- Minimum one year of working experience with refugees;
- Working experience with/in collaboration with TVTO and/or Iranian NGOs is desired;
- Working experience in results-based planning, monitoring and evaluation is desired.

**Please send us your application no later than October 25th, 2021, to [iran.office@sequa.de](mailto: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. The CV template can be downloaded from our website.

Please mention the position title in your email subject, and write your contact number in your email or cover letter. Subject to comparable qualification, persons with disabilities will be preferred.