

Job Announcement

Published on July 5, 2022

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

Capacity Building and Labour Market Linkage Component Manager (m/f), residents with work permit

Location: Project's office Iran/Tehran

Starting Date: **20.08.2022**

Project: Iranian-German vocational qualification project for Afghan refugees (ARIVET)

The Project

The Iranian-German qualification project for Afghan refugees in Iran is being 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 successful reintegration into the labour market. Therefore, the project provides vocational training, market-oriented advisory services as well as capacity building measures to participating Iranian organisations. 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) and Iranian NGOs. So far, the project has reached about 6.000 persons in the three provinces Tehran, Kerman and Khorasan Razavi. The project shall be further expanded to the provinces of Alborz, Fars and Yazd.

Your Tasks / Responsibilities

- Support the recruitment of CBML project assistant and officers; Lead the Project's CBML component team and take alternating seat in project management meetings;
- Undertake day-to-day management of the Capacity Building and Labour Market Linkage component, including effective component planning and implementation towards the achievement of outputs;
- Manage proper planning of CBML Component activities including development of Plan of Action, organizing planning meetings with stakeholders mainly partner NGOs, hiring short-term experts, communicating and managing timely communications with BAFIA and stakeholders towards the achievement of outputs;
- In collaboration with Head of Program, manage the budget of CBML Component, from budget forecasting to budget monitoring and control;
- Manage collection, validation and finalization of NGO Partners' financial reports in line with sequa rules and regulations towards submission of financial reports to the donor; provide support to development and management of the ARIVET Project Fund;

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- Lead initiation and development of new project ideas for CBML Component in line with project logframe and under supervision of Head of Program to be implemented jointly with NGOs, including managing the cycle of activity design, preparation of concept notes, and communication of the proposals with Government;
- Support the M&E Manager to develop and implement a monitoring and evaluation process of the CBML component and ensure that relevant baseline data collection and program assessments are undertaken so component monitoring and evaluation can take place;
- Ensure sustainability of the program intervention by promoting leadership and ownership of the program implementation by project partners through capacity building and enhancements activities (training of trainers, capacity trainings, organizational development and study tours, etc.);
- Ensure innovative and flexible solutions for linking project partners and VET graduates to labour markets and market opportunities (capacity trainings, product fairs, exhibitions, etc.);
- Support development of Terms of Reference for component consultants/experts hired on a short-term basis and ensure the proper delivery of technical services and submission of technical and other reports;
- Ensure appropriate recording and accounting documentation as required by sequa and support preparation of required financial reports towards the Finance Unit;
- Ensure the participation and involvement of relevant stakeholders in the Capacity Building and Labour Market Linkage component together with the Government Liaison Officer for an inclusive, participatory and transparent process;
- Promote identification and synthesis of best practices and lessons learned for organizational sharing and learning;
- Take part in external meetings including meetings with sister agencies and relevant governmental organizations.

Your Qualification / Skills

- Post-graduate certificates in MBA, Economics or project management are an asset;
- Deep know-how of project cycle management, planning, monitoring and evaluation;
- Disciplined working style, solid organisational and planning skills;
- Solution-oriented and focused on details;
- Strong stakeholder management and communication skills;
- 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 working experience as a project manager or program coordinator in international cooperation, development or humanitarian aid context;
- A minimum of 3 years in results-based planning and program implementation;
- A minimum of 2 years working experience with/in collaboration with NGOs;

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- Experience in and/or willingness to lead a small team;
- Experience with SMEs, and/or in business development, and organizational capacity building are an asset.

Please send us your application no later than July 22nd, 2022, to arivet@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 qualifications, persons with disabilities will be preferred.