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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 EUR 46 million in 2019.

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

Government Liaison Manager (m/f/d) (resident with work permit in Iran required)

Location:	Project office Tehran/Iran
Assignment Period:	01.10.2021 - 28.02.2022, continuation possible
Project:	Iranian-German vocational qualification project for Afghan refugees (ARIVET)

The Project

The Iranian-German qualification project for Afghan refugees in Iran is implemented by sequa with German Government's funds. The project's objective 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 organisations. sequa makes use of its network in Germany and involves German chambers and business associations 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 Organisation (TVTO), the Instructor Training Centre (ITC), local non-governmental organisations (NGOs), and others. Networking partners are selected international organizations in Iran.

Your Tasks / Responsibilities

- Develop and maintain excellent working relationships with relevant local and federal Iranian government institutions;
- Facilitate full transparency of sequa activities vis-à-vis the Iranian Government;
- Facilitate alignment of sequa Iran with Iranian government rules and regulations and advise senior management staff on Iranian government requirements;
- Responsible for submission of applications for permissions, permits and visas needed from Iranian authorities and for the timely submission of reports and other Project documentation as requested by relevant authorities;
- Ensure that external communication of sequa (e.g. articles) are in line with Iranian government standards;
- Be part of senior management meetings and decision making;

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- Facilitate security for sequa project staff and international experts in Iran.

Your Qualification / Skills

- Master degree in Business Administration or Public Administration or Public Relations or International Politics;
- Additional education in negotiation or communication skills is an asset;
- Ability to effectively interface and establish/maintain effective working relationships with colleagues and government representatives;
- Must be a self-starter with a good amount of endurance and perseverance;
- Strong organisation and planning skills as this role is all about juggling multiple priorities;
- Exceptional verbal and written communication skills in English and Farsi;
- Ability to work independently and as part of a team;
- Full computer literacy;
- Travelling within Iran may be required from time to time.

Your Working Experience

- A minimum of 7 years of working experience as government liaison of an international company or of an international organization in Iran is required;
- A minimum of 4 years of working experience with BAFIA is required;
- Proven experience in working with the Technical Vocational Training Organisation of Iran (TVTO) would be an asset;
- Proven experience in working with the Iranian business sector, especially with Chambers, Associations would be an asset.

Please send us your application (see instruction below) by no later than October 02nd 2021, 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. 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.