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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 46 million EUR in 2019.

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

## Head of Support (m/f/d) (resident with work permit Iran)

Location: sequa project office Iran/Tehran  
 Starting Date: 01.01.2022  
 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

- Participate in the sequa Iran Senior Management Team and support decision making, policy design, and its implementation;
- Advise Senior Management Team on operational issues affecting program delivery and overall operations;
- Participate in Planning, Budgeting, Monitoring, and Reporting, supervise input, including operational risk Analysis and recommendations to the Senior Management Team;
- Ensure integration of all support activities (Finance, Admin, HR) with program management team;
- Establish high performing support teams in the mentioned units through coaching and mentoring for individual and team growth; conduct training and job performance reviews of staff;
- Responsible for operationally and strategically leading support units:

<b>Finance</b>	<ul style="list-style-type: none"> <li>• Supervise the finance team;</li> <li>• Supervise and continuously improve internal financial and procurement procedures and ensure that they are compatible with sequa Iran finance rules and regulations and Iranian law;</li> <li>• Manage forecasts, budgeting, expenditure; maintain overall budget control;</li> <li>• Supervise reports and audits and continuously improve financial operations.</li> </ul>
<b>HR</b>	<ul style="list-style-type: none"> <li>• Supervise the HR Officer;</li> </ul>

	<ul style="list-style-type: none"><li>• Supervise and update HR policies, processes and decisions and ensure that they follow sequa policies and Iranian law;</li><li>• Ensure procedures for confidentiality and data security are created, updated and followed.</li></ul>
<b>Admin</b>	<ul style="list-style-type: none"><li>• Supervise the Administration team;</li><li>• Oversee all office functions such as facilities, office procurement, maintenance, IT, etc.</li></ul>

### Your Qualification / Skills

- University degree (Bachelor's or Master's) in Business Administration Management;
- Certificate in Human Resource Management, Accounting, Procurement;
- Proven leadership skills and a competence in people management;
- Data management and documentation skills;
- Full professional proficiency in English;
- Good organisational and planning skills;
- Good time management and multi-tasking skills;
- Full computer literacy goes without saying;
- Prepared for travelling in Iran.

### Your Working Experience

- At least 5 years experience as Head of Support/Head of Operations/ Chief Operating Officer;
- At least 3 years experience with Finance;
- At least 3 years experience leading a team of at least 4 people;
- Working experience with/in collaboration with BAFIA, TVTO and/or Iranian NGOs is desired.

**Please send us your application no later than November 26th, 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.