

sequa gGmbH is a globally operating non-profit development organisation. Since 1991 sequa has carried out international cooperation programmes and projects in close collaboration with the German and European 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 promotion. The organisation is based in Bonn, Germany. sequa employs more than 100 persons (2021) and reported a turnover of EUR 41 m in 2020.

We are offering a project-based assignment as

## Administrative Assistant (m/f/d)

Location: Lima, Peru  
Assignment Period: February/March 2022 – November 2025  
Project: AL-INVEST Verde. Component 1

### The Programme

AL-INVEST Verde is an EU financed programme which will mobilise EU know-how and investment in support of building alliances with the private sector in Latin America. The objective is to promote sustainable growth and jobs creation by supporting the transition towards a low-carbon, resource-efficient and a more circular economy in Latin Americas (LA). Main approach is the sub-granting of partnership projects between Business Membership Organisations and Think Tanks in EU and LA as well as direct action of the implementing consortium which will facilitate the imperative utilisation of more resource efficient and low carbon production models also through innovation and digitisation at SME-level. The programme has a volume of EUR 31.25 m and a duration of 48 months. Jointly with 6 partner organisations, sequa has been awarded the implementation of Component 1 of the AL-INVEST Verde programme. Programme implementation started on 1 December 2021.

### Tasks / Responsibilities

#### General office tasks

- Purchase and maintain general office supplies (in close coordination with responsible employee at AHK Lima)
- Purchase necessary office consumables according to available budget and in agreement with TL
- Assist in formatting reports of the Management Team based in Lima and sequa headquarters at Bonn
- Purchase and maintain general office supplies
- Manage a contacts database
- Support the Team Leader in day-to-day operations
- Prepare meeting minutes, meeting notes

## Coordination, events, communication and public relations

- Support the Management Team in the implementation of project activities
- Support the Management Team in the organisation and preparation of meetings, conferences, seminars etc. at the Lima office and throughout Latin America
- Support the organisation of planning workshops, conferences etc.
- Organise the meeting logistics and in the case of events in charge of logistics and communication
- Support implementation of C&V plan
- Contact management (database)
- Support TL in communication with applicants
- Support the management team in setting up networking events

## Profile and experience

- 3-5 years of full-time experience in a similar position
- Fluent in Spanish and English, Portuguese would be a great asset
- Good communication skills and intercultural skills
- Experience in working with international organizations would be an asset
- Experience in organising events and conferences (invitations, logistics, etc.)
- Highly self-motivated - interest in topics of green economy would be an asset
- Strong organisational skills and ability to manage deadlines
- Very good user knowledge of MS Office programs

Please send us a cover letter, your CV in the EuropeAid format, relevant resumes, and your salary expectation. Please use the English language. The CV template can be downloaded from our website.

Subject to comparable qualification handicapped persons will be preferred.

Please send us your application by **no later than 5 January 2022** to [manuela.borkenhagen@sequa.de](mailto:manuela.borkenhagen@sequa.de)