

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

Technical Expert on PPD & Communication (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

Technical inputs

- Contribute to the analytical inception phase and provide technical inputs together with the Team Leader as regards PPD and communication related content, considering material and contents generated by the consortium partners
- Elaborate and implement the C&V Plan
- Lead the development of visibility guidelines for the project
- Assist the Team Leader in planning and coordinating communication activities at programme level and with partnership projects' stakeholders
- Contribute to the development/ organisation of online seminars (if applicable) with external resource persons on PPD and communication subjects of common interest to all implementing consortia
- Elaborate tools, best practices etc. based on the consortium's experiences
- Co-elaborate training materials for selected applicants (communication and visibility)

Job Announcement

Published: 14.12.2021

- Maintain, update and feed regularly website and social media
- Design and organise PR material in consultation with sequa Bonn

Coordination, events, communication and public relations

- Contribute to the exchange of information and expertise among programme and project partners
- Assist the Team Leader in fostering synergies and complementarities with other relevant projects in the region, donors and institutions
- Assist the Team Leader in organising networking events with various stakeholders including other donors and projects
- Lead the organisation and logistics of networking events in Europe and in Latin America (online, hybrid, live)
- Support and contribute to the set-up of the programme web portal
- Provide technical contents for the website and social media

Management of Calls for Proposals

- Assist the Team Leader in managing the publication of call for proposals, including info-sessions and communication activities
- Participate in the evaluation committee of project proposals emanating from the Calls for Proposals

Support, monitoring and coaching of partnership projects

- Contribute to the supervision and monitoring of around 67 partnership projects
- Contribute to the elaboration of Visibility Guidelines for partnership projects' stakeholders
- Guide partnership projects' stakeholders in following and applying visibility guidelines
- Support the organisation of training/planning workshops
- Contribute to the overall programme monitoring system
- Ensure synergies, complementarity and coordination between partnership projects in the respective countries and/or regions
- Quality assurance of reports submitted and managerial coaching of partnership projects
- Technical coaching of the partnership projects and other projects in the respective countries

Reporting, admin tasks

- Contribute to the technical reporting
- Support the Team Leader in the preparation of meetings

Your Qualification / Skills / Experience

- University degree in public relations, economics, communication, or similar relevant field
- At least 10 years of professional experience

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- Fluent in English, Spanish and Portuguese
- Very strong communication skills and intercultural skills
- Highly self-motivated
- Organisational skills and ability to manage deadlines
- Interest in the topics of green and circular economy
- The Expert shall have a minimum of 3-5 years of full-time experience (i.e. after formal education) in the field of Communication and PR related to international projects
- She/He will have demonstrated experience and skills in know-how transfer, capacity building and/or training.
- Very good user knowledge of MS Office programs and graphics programs (Adobe Illustrator)

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