

Job Announcement

Published on 2022/01/12

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 in cooperation with one of our local partners as

Administrative Assistant (m/f/d)

Location: Addis Ababa, Ethiopia
Assignment Period: February/March 2022 – December 2025
Project: BIC Ethiopia

The Administrative Assistant will be based in sequa's project office in Addis Ababa.

The Project

The project BIC Ethiopia will start operations on the 3rd of January 2022 for 48 months. The overall objective of BIC Ethiopia is to capacitate business incubators in supporting agri-tech and agri-business start-ups and MSMEs to improve market access, generate higher income and create jobs. The action has two specific objectives.

- To enable existing and new incubators supporting high potential start-ups with an innovative business model addressing market needs and potentials in terms of job creation and income generation.
- To enhance business incubators' ability to unlock the potential of agri-tech and agri-business by delivering necessary tools to enable business growth along different stages of maturity.

A team of dedicated local and international staff will be placed in Addis, sequa Bonn is providing backstopping and controlling support. The Project BIC Ethiopia will be implemented by sequa (lead), adelphi, Menschen für Menschen, Icehawassa, Addis Ababa Chamber of Commerce and Sectoral Associations and Foundation GrowthAfrica.

Tasks / Responsibilities

- Support the Team Leader in day-to-day operations
- Support the Team Leader in the coordination of activities
- Prepare meeting minutes, meeting notes
- Manage a contacts/stakeholder database
- Purchase office consumables according to available budget and in agreement with TL

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- Assist in formatting reports of the Project Team based in Addis and at sequa headquarters in Bonn
- Purchase and maintain general office supplies
- Support the Management Team in the implementation of project activities
- Support the Management Team in the organisation and preparation of meetings, conferences, seminars etc.
- 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
- Support project partners in the implementation of project activities

Profile and experience

- 3-5 years of full-time experience in a similar position
- Fluent in English
- Good communication skills and intercultural skills
- Experience in working with international organisations would be an asset
- Experience in organising events and conferences (invitations, logistics, etc.)
- Highly self-motivated
- 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 to oliver.petzoldt@sequa.de by **no later than February 4th, 2022**.