

sequa gGmbH is a globally operating non-profit development organisation. Since 1991 sequa has carried out international cooperation projects 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

Team Leader (m/f/d)

Location: Addis Ababa, Ethiopia
Assignment Period: presumably Sept/Oct 2021
Project: BIC Ethiopia

The Project

The overall objective of BIC Ethiopia (**B**usiness **I**ncubation) 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. BIC Ethiopia will address several bottlenecks in the Ethiopian incubation eco-system. The capacity of 12 existing and 3 incubators to be established will be strengthened by adequate and practical skills, operational and organisational management projects and follow-up support. The envisaged impact is improved performance of a up to 15 incubators in Ethiopia by strengthening the incubation eco-system, increase incubators capacity and their services. The action will provide business support services to 1,360 start-ups (i.e. persons) and 700 MSMEs, enable innovative finance facilitation instruments as well as contribute to the government's efforts to establish a regulatory and policy framework for MSME/start-up incubation.

The project will collaborate with private financing institutions like banks and equity investors to facilitate out-of-the-box thinking to create new financial access opportunities for MSMEs. Implementing partners are Menschen für Menschen, Icehawassa, the Addis Chamber, GrowthAfrica and adelphi.

Tasks / Responsibilities

- Coordinate the overall management and implementation of the project and draft integrated annual workplans in close consultation with sequa headquarters and sequa's representative in Ethiopia
- Lead sequa's Project team (5 persons), manage short-term expert missions, procurement contracts; part of the team are staff members of an implementing partner
- Coordinate and consolidate the technical and staff contributions, budgets and actions of all implementing partners
- Support the elaboration of criteria and the management of expressions of interest for various activities and selection processes
- Establishment of processes and procedures for business idea competitions and tools for evaluation and monitoring together with sequa and sequa's representative

- Support sequa in concluding financial support contracts (loans, guarantees etc.) with the selected innovative SMEs and start-ups as well as financial institutions together with sequa's representative
- Ensure timely submission of all Project outputs and reports as contractually required
- Supervise local office management and administration, ensure implementation of controlling procedures
- Coordinate with other relevant projects in Ethiopia with the support of sequa's representative
- Supervision and coordination of the digital uptake of technical and financial reports submitted by the beneficiaries for in-time monitoring
- Present an overview of the state of implementation to the implementing partners (every two months) and the project steering committee (twice a year), including both technical and financial analyses and recommendations
- Coordinate Communication and Visibility activities, including the drafting of C&V Plan
- Set-up a web-based learning platform and website portal supported by an external IT provider

Your Qualification / Skills / Experience

- University degree in one of the fields of administrative sciences, economics, social sciences, law, international relations, or similar relevant field
- At least 5 years of working experience in project management/ development cooperation, experience in loan, guarantee and grant schemes is an asset
- Work experience in EU funded projects is considered as an asset
- Minimum 2 years of experience in leading a small team and dealing with several partners
- Excellent communication skills, intercultural skills and team spirit
- Very good command of written and spoken English, strong drafting skills, German is an asset
- Practical experience in a relevant technical field (agri-business, incubation etc.) is considered an asset
- Highly self-motivated, very good organisational and managerial skills, ability to meet deadlines also under stressful conditions
- A methodical approach and very good problem-solving abilities
- Demonstrated experience and skills in capacity building and facilitation
- IT-proficiency

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 August 1st, 2021** to manuela.borkenhagen@sequa.de