Terms of Reference

Technical Assistance Team to ARCHIPELAGO

A Technical Assistance Team is established in Brussels and consists of three permanent full-time experts (Team Leader, TVET expert, Accountant) is in charge of the day-to-day management, operational and executive implementation of the ARCHIPELAGO programme, in strong coordination with the Consortium’s management team which sets the strategic orientations.

Two posts are still to be provided : the TVET expert and the financial expert

1. **TVET Expert**
2. **Tasks**

* **Technical inputs**
* Contribute to the analytical inception phase and provide technical inputs together with the Team Leader, in particular for the development and dissemination of generic curricula and validation frameworks, considering material and contents generated by the consortium partners
* Contribute to desk studies on economic potentials of sectors/trades per country
* **Coordination, events, communication and public relations**
* Contribute to the exchange of information and expertise among programme and project partners
* Assist the Team Leader to foster synergies and complementarities with other relevant projects in the region, donors and institutions
* Assist the Team Leader to organise networking events with various stakeholders including other donors and projects
* Supports and contributes to communication and visibility activities, including the drafting of C&V Plan
* Supports and contributes to the set-up of the programme web portal
* **Management of Calls for Proposals**
* Support the Consortium in the elaboration of the guidelines for the Calls for Proposals
* Assist the Team Leader to manage 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 TVET partnership projects**
* Contribute to the supervision and monitoring of around 20 TVET partnership projects
* Assist the partnership projects in adapting the generic material to the specific sector and country/location requirements
* Support the organisation of training/planning workshops
* Contribute to the overall programme monitoring system
* Ensure synergies, complementarity and coordination between TVET partnership projects in the respective countries
* Quality assurance of reports submitted and managerial coaching of partnership projects
* Technical coaching of the partnership projects and other projects in the respective countries
* Monitoring and records keeping, including gender analysis, of the number of beneficiaries reached by the project and monitoring of other indicators as stipulated in the programme logframe
* **Reporting, admin tasks**
* Receive, analyse, verify all technical reports submitted by TVET projects’ stakeholders in co-ordination with the Financial Expert in charge of the revision of the financial reports
* Contribute to the technical reporting

1. **Profile and experience**

* University degree or equivalent in a field relevant to TVET
* Fluent in English and French, other European languages would be an additional asset
* Technical background and work experience in TVET
* Good communication skills and intercultural skills
* Highly self-motivated
* Organisational skills and ability to manage deadlines
* The TVET Expert will have a minimum of 5 years of full-time experience (i.e. after formal education) in the field of Project Management.
* She/He will have a good command of Europeaid PRAG rules and procedures
* She/He will have demonstrated experience and skills in capacity building and training.
* IT-proficient

1. **Financial Expert**
2. **Tasks**

* Manage the financial aspects of the ARCHIPELAGO programme (day-to-day financial management)
* Receive, analyse, verify all financial reports submitted by TVET projects’ stakeholders in co-ordination with the TVET Expert in charge of the revision of the technical reports
* Check all accounts and counterchecks all invoices of the TVET partnership projects
* Maintain records on the programme budget
* Implement ﬁnancial policies and procedures
* Establish and maintain cash controls
* Establish, maintain and reconcile the general ledger (Excel)
* Monitor bank account and cash-on-hand
* Prepare and reconcile bank statements
* Ensure transactions are properly recorded and entered into the computerized accounting system
* Assist and comply with all audits
* Cooperate with SEQUA accountant on all procedures and accounting details.
* Purchase and maintain general ofﬁce supplies

1. **Profile and experience**

* Degree in either accounting, ﬁnance, or administrative management
* Fluent in French and English, German would be desirable too
* Good communication skills and intercultural skills
* Highly self-motivated
* Teamworking ability
* A methodical approach and problem-solving skills
* Ability to reflect on one's own work as well as the wider consequences of financial decisions
* Integrity
* Organisational skills and ability to manage deadlines
* High level of numeracy
* Analytical ability
* IT proficiency