

sequa gGmbH is a globally operating non-profit development organisation. Since 1991 sequa has carried out programmes and projects of international cooperation in close collaboration with the German 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 (2023) and reported a turnover of EUR 60 m in 2023.

We are offering a project-based assignment as

## National Project Assistance (m/f/d)

Location:	Casablanca, Morocco
Assignment Period:	11/2024 – 10/2025 (with potential for extension to 06/2026)
Working time scope:	220 days (80% full time equivalent)
Project:	SME Support Scheme in the GIZ-Special Initiative "Decent Work for a Just Transition"
Job Code:	MA-1109 – National Project Assistance

### The Project

Within the GIZ Program Special Initiative "Decent Work for a Just Transition", sequa implements the "SME Support Scheme" project in Morocco. With this, sequa aims to facilitate business growth and job creation of Moroccan small and medium enterprises (SMEs) by increasing their competitiveness and productivity so that their products and services will satisfy the demand on local and international markets. A specific focus will be provided for women-owned SMEs, job-creation, and employability training for women.

Benefiting companies receive flexible and demand-oriented funding (management consulting, technical training, financial competence / business plan development, qualification, applied research activities, etc.). A special focus will be on advisory services to improve access to finance. The support scheme is expected to contribute to a change management and business growth of SMEs.

The project targets up to 25 SMEs from three categories: 5 medium enterprises, 10 small enterprises and 10 micro enterprises.

## Your Tasks / Responsibilities

- Support the functioning of facilities and services of the project office. Responsible for ensuring compliance of long-term and short-term experts to office procedures;
- Support the preparation of procurement documentations according to the required procurement and financial guidelines.
- Organisation of and support during job-interviews with potential consultant candidates.
- Support the bookings for road and air travel, hotel bookings, vehicle and driver management as service to all long-and short-term personnel of the project;
- On request, facilitate correspondences and appointments, organise meetings, workshops and interviews;
- Communicate, report to and coordinate with the National Project Coordinator and the SME Coaches.

## Your Qualification / Skills

- University degree in a related field such as business management, business administration or public management;
- Result orientated coordination and administration attitude;
- Fluent in French and Arabic, English is a plus and Amharic;
- Strong communication skills;
- Strong organizational and planning skills in a fast-paced environment;
- Good working knowledge of ICT/IT- communication technologies and MS Office (MS Excel and MS Outlook, in particular).

## Your Working Experience

- 2+ years' experience in the administration of international donor funded projects, responsible for project finances, accounting, follow-up of financial reports of grantees;
- Experience with GIZ funded projects is a strong asset;
- Excellent time management skills and ability to multi-task and prioritize work;
- Experience in cooperating with SMEs will be considered as a strong advantage.

Please send us a cover letter, your CV in the EuropeAid format, relevant resumes, and your daily fee expectation in EUR.

In the case of comparable qualifications, disabled persons are given preference.

Please send us your application by **no later than November 15<sup>th</sup>, 2024** to [nicolas.klein@sequa.de](mailto:nicolas.klein@sequa.de) with the Subject line "MA-1109 – National Project Assistance".