



Desired profiles in International Cooperation



ENAIP NET

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ENAIP NET – DESIRED PROFILES IN INTERNATIONAL COOPERATION

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COMPANY INFORMATION

ENAIP NET is an Italian network delivering vocational training and job placement services, established in 2016. Its members are: ENAIP Lombardia, ENAIP Piemonte, ENAIP Veneto, ENAIP Friuli-Venezia Giulia, ENAIP Nazionale.

ENAIP NET is one of the largest Italian VET providers' consortia working on international projects. ENAIP NET bodies operate in many different economic sectors, among which ICT, automotive, mechatronics, tourism, food services, wellness, sales, marketing, cultural heritage and so on.

ENAIP NET has gradually developed a network of relations with hundreds of local and public administrators, with the most important (regional and provincial) trade associations, employers' associations, and with other organisations and vocational training centres. It works closely with many lower and upper secondary schools and universities. It also cooperates with government organisations and agencies that deal with employment services and with social care services in both the public and private sectors.

Moreover, it collaborates with third-sector organisations, companies, and networks with several associations. ENAIP NET works closely with more than 8,500 companies, 162 European and 490 national partners.

OUR GOALS

1. Developing services, training products and pathways to provide a training offer aimed at promoting personal and professional growth.
2. Fostering fruitful relations with businesses to translate their strengths and needs into projects supporting the development of local economies.
3. Pursuing VET policies to implement a common and shared vision with key stakeholders and institutions.

OUR VALUES

Connecting people, companies, institutions and values

Education acts as a catalyst that helps build shared projects and create virtuous interactions.

Providing consistency and transparency

Activities are carried out in a welcoming and respectful environment, where trust is mutual.

Promoting creativity and innovation

ENAIP NET fosters culture and research by experimenting with innovative solutions to improve teaching methods and organisational practices.

Achieving equality of opportunity...

...by treasuring individual, linguistic and cultural diversity and supporting social inclusion and active citizenship.





Job Title: **Programme Leader**

Company Name: **ENAIP NET**

Sector: **Vocational Education and Training**

POSITION: Country Programme Leader (CPL) – Portuguese-speaking Countries

Location: to be defined according to needs

Reporting Relationship: the head of ENAIP NET International Area

Application deadline: Preferably by 10.10.2023

Starting date: according to programme needs

Family duty Station: YES

ENAIP NET opened this Roster for Country Programme Leader with Strong Experience in setting the Programme 's direction, aligning people, motivating the teams, and strategically relating to the Main Stakeholders.

Short-listed candidates will be contacted for an interview, and the selected candidates will receive an induction and training on ENAIP NET manuals, tools and procedures. The candidates inserted in the Roster should be available for short-term or mid-term field missions and occasionally remote support.

JOB DESCRIPTION

The Country Programs Leader (CPL) goes beyond the mechanism of managing the project, providing support to ENAIP NET in the Region regarding the implementation of the Programmes and Should report to ENAIP NET HQ.

The CPL should develop people-oriented skills and accomplish the project's objectives that meet or exceed expectations, enabling innovation and the creation of new products, systems and services. Thus, their constant presence and motivation help team members become agents of change and encourage them to have innovative ideas. The Country Program Leader is under the direct line management of the Director of the International Area of ENAIP NET.

AREA OF RESPONSIBILITY

Programme Management Support to ENAIP NET (70%)

- Coordinate partners and stakeholders' relationships.
- Lead the interaction between the programme management team and (i) implementing partners/service providers with regards to programmatic and security matters; (ii) central and local authorities to expedite operations (e.g., approval/clearance); and (iii) ENAIP NET (HQ and Country level) concerning administrative, procurement, legal, and financial compliance.
- Coordinate or perform programme management team operations, including (i) monitoring field visits; ii) technical reporting, in close cooperation with the Administrative and Financial Department; (iii) preparation of Action related documents and contracts, as well as various terms of reference comprising those related to the selection of the other technical staff, and Partners.



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- Provide technical inputs during evaluation missions by external evaluators and by the Commission.
- Manage, in close collaboration with the Administrative and Financial Expert, the correct execution of the budget of the Action in accordance with the directions by ENAIIP NET, as well as assist with audit procedures.
- In full compliance with the indications by ENAIIP NET and the donors about visibility, promote communication and information activities, and assist ENAIIP NET in media relations and in organising launch/closure seminars related to the Action and the visits by ENAIIP NET Delegations and other institutions, to facilitate the dissemination of good practice in relation to other projects.

Representation, Partnership and Networking (20%)

- Participates in Cluster/Group interagency coordination meetings and other working groups or meetings as required-
- Develops and maintains regular, transparent and accountable communication structures with the assigned project staff, HQ coordinators, and other relevant stakeholders (e.g. beneficiaries, community leaders, local and national government officials) to ensure good cooperation and partnerships.

Capacity Building and General (10%)

- Setting up a MEAL system and identifying related learning and training opportunities for project staff and working as a mentor for less experienced staff and Beneficiaries

The duties and responsibilities above are not exhaustive, and the role holder may be required to perform additional duties.

ESSENTIAL REQUIREMENTS

Qualifications and Knowledge

- An advanced university degree or equivalent in the field of Development Studies, International relations, or Project Management (EQF 7).
- Knowledge of prominent donors' policies and procedures (EU, Italian Cooperation).
- Good knowledge and handling of project and program management methodology and techniques.
- Fluency in English and Portuguese.
- Knowledge of Italian will be considered an asset.
- Full professional competency in Microsoft Office, especially Word, Excel and Outlook.



Professional experience

- At least ten years of project management in International cooperation, with a Budget above 1,000,000 Euros (3 years project).
- At least five years' experience in Partnership coordination within Bilateral or multilateral agreements, including building professional relationships with senior decision-makers and influencers/leaders.
- Proved experience in fostering PPP.
- Proven experience in project proposal writing.
- Proven experience in setting up a *MEAL* (Monitoring, Evaluation, Accountability and Learning) system.

Skills and Abilities (supported by evidence)

- Ability to work positively with a wide range of individuals involved in program management.
- Strong leadership and management skills.
- Good knowledge of budgeting and resource allocation procedures.
- The ability to find innovative ways to resolve problems.
- Good communication and leadership skills.
- Capacity to work autonomously and under pressure.

DESIRABLE REQUIREMENTS

- Previous experience in using and implementing PM tools like Click up! Or MS Project
- Experience of working in the field of technical vocational education and School Management

WHAT WE OFFER:

Type of contract: short-term or medium-term assignments are possible, according to programme needs.

Economic conditions: to be defined according to the candidate's profile and ENAIIP NET Compensation Policy.

Other conditions: to be defined according to the candidate's profile.





Job Title: **Programme Manager**

Company Name: **ENAIP NET**

Sector: **Vocational Education and Training**

POSITION: Programme Manager – Portuguese-speaking Countries

Location: to be defined according to needs

Reporting Relationship: Head of ENAIP NET International Area

Application deadline: Preferably by 10.10.2023

Starting date: according to programme needs

Family duty Station: YES

ENAIP NET opened this Roster for a Program Manager with Strong Experience in multi-program management at the country level, partnership coordination and field experience.

Short-listed candidates will be contacted for an interview and the selected candidates will receive an induction and training on ENAIP NET manuals, tools and procedures.

The candidates inserted in the Roster should be available for short-term or mid-term field missions and occasionally remote support.

JOB DESCRIPTION

The Programs Manager manages organisational Programs at the country level. Must gain and retain the trust of the project stakeholders: planning and designing the programme and proactively monitoring its progress, resolving issues and initiating appropriate corrective action. Defining the programme's governance arrangements (controls). Identifies areas where the organisation can demonstrate its value and relevance. Builds relationships with Partners and donors. Manages International and National Staff and budget. The Programs Manager is under the direct line management of the Director of the International Area of ENAIP NET

AREA OF RESPONSABILITY

Programme/Project Management (60%)

- Daily program management throughout the program life cycle.
- Planning the overall program and monitoring the progress.
- Managing the program's budget.
- Managing risks and issues and taking corrective measurements.
- Coordinating the projects and their interdependencies.
- Managing and utilising resources across projects.
- Managing stakeholders' communication.
- Aligning the deliverables (outputs) to the program's "outcome" and the Country Strategy.



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- Managing the main program documentation, such as the program's internal and external reports.
- Undertakes field visits to validate data and information.

Representation, Partnership and Networking (20%)

- Participates in Cluster/Group interagency coordination meetings and other working groups or meetings as required.
- Develops and maintains regular, transparent and accountable communication structures with the assigned project staff, HQ coordinators, and other relevant stakeholders (e.g. beneficiaries, community leaders, and local and national government officials), with the objective of ensuring good cooperation and partnerships.

Capacity Building and General (20%)

- Identifies learning and training opportunities for project staff and works as a mentor for less experienced staff and Beneficiaries.

The duties and responsibilities set forth above are not exhaustive and the role holder may be required to perform additional duties.

ESSENTIAL REQUIREMENTS

Qualifications and Knowledge

- An advanced university degree or equivalent in the field of Development Studies, International relations, or Project Management (EQF 7).
- Knowledge of prominent donors' policies and procedures (EU, Italian Cooperation).
- Good knowledge and handling of project and program management methodology and techniques.
- Fluency in English and Portuguese.
- Knowledge of Italian will be considered an asset.
- Full professional competency in Microsoft Office, especially Word, Excel and Outlook.

Professional experience

- At least ten years of project management in international cooperation, with a Budget above 1,000,000 Euros (3 years project).
- At least five-year experience in Partnership coordination within Bilateral or multilateral agreements, including building professional relationships with senior decision-makers and influencers/leaders.
- Proved experience in fostering PPP.
- Proven experience in project proposal writing.



Skills and Abilities (supported by evidence)

- Ability to work positively with a wide range of individuals involved in program management.
- Strong leadership and management skills.
- Good knowledge of budgeting and resource allocation procedures.
- The ability to find innovative ways to resolve problems.
- Good communication and leadership skills.
- Capacity to work autonomously and under pressure.

DESIRABLE REQUIREMENTS

- Previous experience in using and implementing PM tools like Click up! Or MS Project.
- Experience of working in the field of technical vocational education.

WHAT WE OFFER

Type of contract: short-term or medium-term assignments are possible, according to programme needs.

Economic conditions: to be defined according to the candidate's profile and ENAIP NET Compensation Policy.

Other conditions: to be defined according to the candidate's profile.



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Job Title: **Finance Manager**

Company Name: **ENAIP NET**

Sector: **Vocational Education and Training**

POSITION: Financial Manager – Portuguese Speaking Countries

Location: to be defined according to needs

Reporting Relationship: Country Representative and the head of ENAIP NET International Area

Application deadline: Preferably by 10/10/2023

Starting date: according to programme needs

ENAIP NET opened this Roster for Finance Manager with substantial experience in program financial management and field experience.

Short-listed candidates will be contacted for an interview, and the selected candidates will receive an induction and training on ENAIP NET manuals, tools and procedures.

The candidates inserted in the Roster should be available for short-term or mid-term field missions and occasionally remote support.

JOB DESCRIPTION

The Finance Manager will work under the direct responsibility of the Country Representative and the technical supervision of the ENAIP NET Administration Department. The specific responsibilities for each deployment will be defined according to each context.

AREA OF RESPONSIBILITY

General Administration

- Track and manage deliverables and timelines related to grants, contracts, vendors, and partners.
- Monitor grant administration to ensure compliance with reporting and expenditure requirements.
- Supervise compliance of administrative documents and their proper filing.
- Ensure the smooth flow of administrative information and data to the HQ.
- Supervise the flow of administrative information from project partners and the compliance with the Partnership agreement and with the Main Grant Agreement.

Accounting

- Supervise and approve regular accounting, including monthly reconciliations, monthly and yearly closing of accounts, monthly journal entries.
- Supervise cash and bank balance checking process when closing the monthly accounts.

Financial Reporting

- Responsible for preparing financial reports in coordination with ENAIP NET Administration Department.
- Ensure the compliance of financial reports with donors and internal rules and procedures.



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Budget And Planning

- Collaborate with the Country Representative, Program Coordinator, Project Managers to develop budgets according to donors' regulations.
- Monitor financial flows of the projects

Audit Process

- Collaborate with the management of financial audits performed on the projects.
- Supervise yearly financial audit on general accounting for local authorities.
- Prepare information and be directly responsible for any assessment/audit performed by the donor on ENAIP NET administrative procedure.

Operational

- Supervise administrative and finance local personnel to complete routine tasks.
- Capacity building of local staff and partner organisations in areas such as financial management, administration, good governance and management of accountability and transparency.
- Follow-up payments.

ESSENTIAL REQUIREMENTS

Qualifications and Knowledge

- Bachelor's degree in business administration, accounting, and finance.
- Knowledge of administrative procedure of the main donors (UE AICS, UN).
- Fluency in English and Portuguese.
- Knowledge of Italian will be considered an asset.
- Full professional competency in Microsoft Office, especially Word, Excel and Outlook.

Professional experience

- At least 3 years of specific experience in finance/administrative positions in the international cooperation sector.
- Experience in budget management and monitoring of logistics procedures.

Skills and Abilities (supported by evidence)

- Planning, reporting, monitoring and evaluation skills.
- Organization and teamwork skills.
- Ability to adapt and work under constraint, under pressure and in complex and multicultural contexts.
- Good listening and communication skills.
- Strong commitment to the Mission of ENAIP NET.





DESIRABLE REQUIREMENTS

- Previous experience in using and implementing PM tools like Click up! Or MS Project
- Experience of working in the field of technical vocational education

WHAT WE OFFER

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HOW TO SUBMIT YOUR CANDIDATURE

Send to the following email address: international@enaip.net

- Letter of motivation, drafted in PORTUGUESE and English and signed;
- Curriculum vitae in Europass format, <https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en> drafted in English, dated and signed, including authorisation to process personal data.

The recruitment process may be closed early if a suitable candidate is found.

Due to the large number of applications, we apologise in advance and will only respond to those profiles deemed suitable for the role.



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