



## Vacancy Announcement #018/2022

### **Advisor, Employment Promotion for University of Applied Science – Sustainable Training and Education Programme**

**Contract duration: 30.11.2024**

**Application deadline: 13.02.2022**

**Duty station: Addis Ababa**

The Ethio-German Sustainable Training and Education Programme (STEP) improves the employment prospects of young Ethiopians by promoting quality and relevance in vocational training and higher education. In cooperation with the Ministry of Science and Higher Education (MoSHE) as well as related agencies and institutions, the programme establishes strong linkages between the education and the private sector to support the development of a modern education system geared towards employment and economic growth. In this, employers, education providers and public authorities come together to identify their needs and jointly develop education and training solutions that best tackle the skill mismatch.

#### **Role**

The Technical Advisor is responsible for supporting Universities of Applied Sciences (UAS) in introducing/professionalizing career centers, internships/externships, short-term employment trainings and implementing career trainings as well as career counselling for students and companies in the region. He/she analyses employment trends found in regional labor market studies, supports relevant training providers to plan and coordinate training, which shall lead to the employment of graduates. The primary responsibilities include:

- Analysis of the regional labour market
- Support relevant training providers to plan and coordinate training implementation
- Support UAS in professionalise career services by intensifying cooperation with companies
- Scale up piloted employment relevant measures
- Support in introducing an interactive website for internships and offers in the region
- Facilitating the establishment of a Monitoring and Evaluation (M&E) System for career service programmes.
- Implement tracer studies



## Responsibilities and tasks

### 1. Sector specific advisory services

#### The Advisor

- Conducts research on the selected economic sector and identify employment potential, availability of private sector organizations, training providers and other relevant bodies.
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- Supports the relevant training providers and enterprises in the selected sector to establish a coordination framework for planning and delivering career training
- Advises UAS in professionalizing career centers
- Supports the training delivery, including the training of trainers and lecturers.
- Facilitates the assessment activities and processes in the completion of the training cycle.
- Advises private sector organizations in offering job placement online and the way how to receive students for internship programmes and young graduates for their first employment.
- Advises UAS and companies how to organize job fairs
- Facilitates monitoring and evaluation systems for career service at respective UAS.
- Elaborates periodic reports on career centers at Ethiopian UAS.

### 2. Intervention Area: UAS Employment

#### The Advisor

- Supports the intervention area component “University of Applied Sciences” including the development of regional labor market analysis, competence standards, curricula and assessment packages
- Supports UAS in qualifying career counsellors at the respective UAS as link between students and companies
- Coordinates training and certification of career counsellors
- Introduces quality assurance measures in the career centers at UAS
- Supports UAS and companies in establishing digital platform for job and internship announcements.
- Advises UAS and companies in organizing job fairs
- Advises career center managers about career trainings for students
- Facilitates training-of-trainers for career trainings
- Coordinates qualification assessment of career training trainers
- Supports and coordinates the conceptualization, establishment and implementation of the M&E System for the career centers



### 3. Networking, and cooperation

The Advisor

- Supports the intervention area component “University of Applied Sciences” including the development of regional labor market analysis, competence standards, curricula and assessment packages
- Supports UAS in qualifying career counsellors at the respective UAS as link between students and companies
- Coordinates training and certification of career counsellors
- Introduces quality assurance measures in the career centers at UAS
- Supports UAS and companies in establishing digital platform for job and internship announcements.
- Advises UAS and companies in organizing job fairs
- Advises career center managers about career trainings for students
- Facilitates training-of-trainers for career trainings
- Coordinates qualification assessment of career training trainers
- Supports and coordinates the conceptualization, establishment and implementation of the M&E System for the career centers

### 4. Knowledge management and coordination

The Advisor

- Ensures knowledge transfer to project/programme information
- Develops ready-to-use strategies and technical concepts, including guidelines, manuals and procedures
- Draws up reports and presentation documents
- Prepares appropriate input for various project/programme reports including annual reports, and contributes to the other reports required by the programme manager and GIZ Head Office
- Assists with research activities and studies on political issues which benefit joint programmes

### 5. Coordination tasks

The Advisor

- Assists with general project planning and develops project concepts including preparation, organisation and moderation of planning exercises and their implementation, management, monitoring, quality management, evaluation, communication and documentation
- Coordinates relevant project activities at local level in consultation with the manager and in cooperation with the partners, both as regards implementation and preparing organisational aspects
- Compiles the relevant information for joint activities and assignments





## 6. Other duties/additional tasks

- Perform other duties and tasks as assigned by the programme or supervisor.

## Required qualifications, competencies, and experience

### Qualification

- Bsc/BA/Master's degree in fields related to Business and Economics, Business Development, Engineering, Social Sciences)

### Experience

- At least 5 years professional experience in a comparable position in the areas of employment promotion, placement services, facilitating internships/externships, HR services
- Expertise in human resource development
- M&E experience in educational context
- Proven expertise of training implementation
- Proven expertise of coordinating events such as job fairs
- Good experience in public relation and promotion of activities in newspapers, TV and social media
- Sound knowledge of UN SDGs and how entrepreneurship contributes to the achievement of SDGs
- Good understanding of Development Cooperation and advisory approaches

### Other knowledge, additional competencies

- Excellent understanding of UAS and capacity building approaches
- Very good working knowledge of ITC technologies (related software, phone, email, internet) and computer applications (MS Office)
- Proof of digital literacy via intermediate level of International Computer Driving Licence – certificate of the diagnostic test
- Fluent written and oral knowledge of the English language
- Good interpersonal skills and willingness to cooperate with various stakeholders from the public and the private sector
- Willingness to improve existing skills and gain new skills as required by the tasks to be performed
- Good public relations, marketing and communication skills



### Application procedure:

Interested and qualified candidates shall submit their motivation letter along with their non-returnable recent CV via [Ethiojobs](#) or Email: [giz-recruitment@lonadd.com](mailto:giz-recruitment@lonadd.com)

#### Note:

**Please make sure you mention the Vacancy Number “Advisor, Employment Promotion for University of Applied Science #018/2022” in the subject line of your email application.**

Due to large number of applications, we categorise applications with the vacancy numbers.

Applications without vacancy numbers in subject lines might not be categorized in the appropriate folder and could be disqualified.

*Only short-listed candidates will be contacted.*

*We encourage persons with disabilities to apply for the position. In case of equal qualification, persons with disabilities will be given preference.*

*Applications from qualified women are encouraged.*

*“Please refer to our [brochure](#) to learn more about GIZ’s attractive benefit package.”*

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