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Call for application on 15 vacancies (external experts)

Phase 2

KEY- PEOPLE Project - Key knowledge for Iraqi Women –

EuropeAid Programme

Project's Contracting Authority: European Commission

Support to Civil Society Development in Iraq

Reference: EuropeAid/133-097/C/ACT/IQ

On December 2014 a partnership composed by, MEDITER (lead Partner), Governorate of Ninawa (partner from Iraq), Municipality of Mosul (partner from Iraq), Chamber of commerce of Mosul (partner from Iraq), University of Mosul (partner from Iraq), University of Rome Tor Vergata (partner from Italy) and WEO (added partner from Iraq) was awarded the EU funded grant project “Key People, Key knowledge for Iraqi women”. This project continues the work to reinforce and facilitate the development of a culture of civil society and to help increase the level of cooperation and mutual knowledge between Civil Society and Local Authorities in the Northern Area of Iraq, notably the city of Mosul and the Region of Ninawa.

For the implementation of the activities of the project the partners seek to recruit 15 external experts. These vacancies are published below:

- Recruitment of one Iraqi Coordinator of the activity
- Recruitment of two experts for the general training on the creation of NGO/SME
- Recruitment of two experts for the specific training on the management of NGOs
- Recruitment of two experts for the specific training on textile production
- Recruitment of two experts for the specific training on yogurt production
- Recruitment of two experts for the specific training on leather processing
- Recruitment of two experts for the specific training on the production of deserts.
- Recruitment of one online expert as consultant for all the trainings
- Recruitment of one expert for the preparation of the training curricula





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KEY PEOPLE KEY KNOWLEDGE FOR IRAQI WOMEN

Recruitment of one activity coordinator

Reference No. 6.1.1.1/Key People Project

Contract type: Service Contract

Working hours: 120

Location: Erbil, Iraq

On December 2014 a partnership composed by, MEDITER (lead Partner), Governorate of Ninawa (partner from Iraq), Municipality of Mosul (partner from Iraq), Chamber of commerce of Mosul (partner from Iraq), University of Mosul (partner from Iraq), University of Rome Tor Vergata (partner from Italy) and WEO (added partner from Iraq) was awarded the EU funded grant project “Key People, Key knowledge for Iraqi women”. This project continues the work to reinforce and facilitate the development of a culture of civil society and to help increase the level of cooperation and mutual knowledge between Civil Society and Local Authorities in the Northern Area of Iraq, notably the city of Mosul and the Region of Ninawa.

The purpose of this project is to enhance the cooperation of civil society and local authorities to provide social services according to the idea of subsidiarity and to reinforce the capacity building of the Iraqi society, through women empowerment. The project will mainly work toward enhancing the capacities of Iraqi women, which are the final beneficiaries of the project: - Women working in local government; Teachers and University professors; Micro-entrepreneurs; Women working in local NGOs; Journalists; Widows.

Work description:

The coordinator of the activity should be responsible for preparing, scheduling, facilitating, monitoring, evaluating and documenting training activities of the project.

- assess training needs for the beneficiaries;
- partner with internal stakeholders regarding employee training needs;
- ensure that training programs meet specific training needs;
- liaise with subject matter experts regarding instructional design;





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- develop training aids such as manuals and handbooks;
- inform the beneficiaries about training options;
- map out training plans for individual employees
- design and apply assessment tools to measure training effectiveness;
- track and report on training outcomes;
- provide feedback to the project partners;
- maintain participants training records;
- handle logistics for training activities including venues and equipment
- manage and maintain in-house training facilities and equipment
- keep current on training design and methodology;

Required profile for the activity coordinator:

- bachelors degree in a related field
- experience with instruction or training
- knowledge of adult instructional and learning theory and principles
- knowledge of training methodologies
- knowledge of learning management systems
- knowledge of competency assessment
- knowledge of English

Key Competencies:

- planning and organizing
- communication skills
- data gathering and analysis
- problem analysis and problem solving
- judgment
- presentation skills
- facilitation skills





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- coaching skills
- adaptable
- team player

SELECTION PROCEDURE

Applications, including a motivation letter and a CV in English with relevant professional experience should be submitted by email to:

- Dr. Victor Matteucci

e-mail: matteuccivictor@gmail.com

- Dr. Suzan Aref

E-mail: suzan.weo@gmail.com

- Dr. Saba Ramadhan Hasan .

E-mail: key.knowledge2015@gmail.com

The deadline for the reception of applications will be the 13 April 2015. The candidate shall be proposed by the Team Leader and be approved by the evaluation committee, assuming no objection from the relevant beneficiaries. The selection procedure shall be based on professional background, relevant work experience and language skills, according to the requested qualifications.





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KEY PEOPLE KEY KNOWLEDGE FOR IRAQI WOMEN

Recruitment of two experts

Reference No. 6.1.1.2/6.1.1.3/Key People Project/

Contract type: Service Contract

a) Two experts/trainers for delivering general information on the creation and management of NGO/SME.

Working hours: 24 hours each

Contract type: Service Contract

Location: Erbil, Iraq

On December 2014 a partnership composed by, MEDITER (lead Partner), Governorate of Ninawa (partner from Iraq), Municipality of Mosul (partner from Iraq), Chamber of commerce of Mosul (partner from Iraq), University of Mosul (partner from Iraq), University of Rome Tor Vergata (partner from Italy) and WEO (added partner from Iraq) was awarded the EU funded grant project “Key People, Key knowledge for Iraqi women”. This project continues the work to reinforce and facilitate the development of a culture of civil society and to help increase the level of cooperation and mutual knowledge between Civil Society and Local Authorities in the Northern Area of Iraq, notably the city of Mosul and the Region of Ninawa.

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Work description:

The experts/trainers are responsible for training all the beneficiaries of the project. The experts will be responsible for the design, delivery and continuous improvement of training programs; conduct needs assessments, execute training, develop reinforcements and evaluate outcomes.

- Create and maintain a positive and professional learning environment
- Manage the design, delivery and continuous improvement of training programs as well as on-going learning opportunities across the organization, in support of the organization’s needs.





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- Utilize a variety of the training methodologies, techniques, concepts, learning tools, and practices to ensure maximum effectiveness of training programs
- Conduct specific training needs assessments to support the design, development and delivery of corporate training programs and strategies
- Monitor and measure effectiveness of all training programs
- Proactively work with the Management team to identify and resolve issues
- Create high quality deliverables within project budget and policy deadlines

Required profile of the experts:

- Graduated in economics or equivalent
- High knowledge on the procedures for the creation and administrating an enterprise or NGO
- Accounting expertise for profit and non-profit entities
- Excellent knowledge of Arabic or English
- At least two years of experience in management of NGO/SE
- Experience in teaching
- International expertise in cooperation projects

Key Competencies:

- planning and organizing
- communication skills
- data gathering and analysis
- problem analysis and problem solving
- judgment
- presentation skills
- facilitation skills
- coaching skills
- adaptable





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- team player

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KEY PEOPLE KEY KNOWLEDGE FOR IRAQI WOMEN

Recruitment of two experts for the specific training on the management of NGOs

Reference No. 6.1.1.5/6.1.1.15/Key People Project/

c) Two experts/trainers for the creation, management, project writing and project implementation in NGOs

Working hours: 40 hours/each

Contract type: Service Contract

Location: Erbil Iraq

On December 2014 a partnership composed by, MEDITER (lead Partner), Governorate of Ninawa (partner from Iraq), Municipality of Mosul (partner from Iraq), Chamber of commerce of Mosul (partner from Iraq), University of Mosul (partner from Iraq), University of Rome Tor Vergata (partner from Italy) and WEO (added partner from Iraq) was awarded the EU funded grant project “Key People, Key knowledge for Iraqi women”. This project continues the work to reinforce and facilitate the development of a culture of civil society and to help increase the level of cooperation and mutual knowledge between Civil Society and Local Authorities in the Northern Area of Iraq, notably the city of Mosul and the Region of Ninawa.

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Work description:

The experts/trainers are responsible for training all the beneficiaries of the project. The experts will be responsible for the design, delivery and continuous improvement of training programs; conduct needs assessments, execute training, develop reinforcements and evaluate outcomes.

- Create and maintain a positive and professional learning environment





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- Manage the design, delivery and continuous improvement of training programs as well as on-going learning opportunities across the organization, in support of the organization's needs.
- Utilize a variety of the training methodologies, techniques, concepts, learning tools, and practices to ensure maximum effectiveness of training programs
- Conduct specific training needs assessments to support the design, development and delivery of corporate training programs and strategies
- Monitor and measure effectiveness of all training programs
- Proactively work with the Management team to identify and resolve issues
- Create high quality deliverables within project budget and policy deadlines

Required profile of the experts:

- Bachelor degree
- At least 2 years of experience in managing social or cultural projects in NGO
- High abilities in project writing, project implementation and project reporting
- High knowledge on human rights, international conventions and human rights international policies
- Knowledge of the territory, social activities performed in the territory and the social policies of the territory
- Excellent knowledge of Arabic or English
- Experience in teaching
- International expertise in cooperation projects

Key Competencies:

- planning and organizing
- communication skills
- data gathering and analysis
- problem analysis and problem solving
- judgment





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- presentation skills
- facilitation skills
- coaching skills
- adaptable
- team player

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KEY PEOPLE KEY KNOWLEDGE FOR IRAQI WOMEN

Recruitment of three experts for the specific training on textile production

Reference No: 6.1.1.6/6.1.1.7/6.1.1.8/Key People Project/

d) One expert on textile production (On the job training)

Working hours: 58 hours

Contract type: Service Contract

Location: Erbil, Iraq

e) One European expert on textile production

Working hours: 19 hours

Contract type: Service contract

Location: Erbil, Iraq

On December 2014 a partnership composed by, MEDITER (lead Partner), Governorate of Ninawa (partner from Iraq), Municipality of Mosul (partner from Iraq), Chamber of commerce of Mosul (partner from Iraq), University of Mosul (partner from Iraq), University of Rome Tor Vergata (partner from Italy) and WEO (added partner from Iraq) was awarded the EU funded grant project “Key People, Key knowledge for Iraqi women”. This project continues the work to reinforce and facilitate the development of a culture of civil society and to help increase the level of cooperation and mutual knowledge between Civil Society and Local Authorities in the Northern Area of Iraq, notably the city of Mosul and the Region of Ninawa.

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Work description d) Expert for the on the job training on textile production:

The experts/trainers are responsible for training the beneficiaries of the project. The experts will be responsible for the design, delivery and continuous improvement of on the job training programs; conduct needs assessments, execute training, develop reinforcements and evaluate outcomes.





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- Create and maintain a positive and professional learning environment
- Manage the design, delivery and continuous improvement of training programs as well as on-going learning opportunities across the organization, in support of the organization's needs.
- Utilize a variety of the training methodologies, techniques, concepts, learning tools, and practices to ensure maximum effectiveness of training programs
- Conduct specific training needs assessments to support the design, development and delivery of corporate training programs and strategies
- Monitor and measure effectiveness of all training programs
- Proactively work with the Management team to identify and resolve issues
- Create high quality deliverables within project budget and policy deadlines

Required profile of the experts:

- Bachelor degree
- At least 2 years of experience in managing textile production factory
- Knowledge of the trade market on textiles in Iraq
- Experience in teaching
- High knowledge on the phases of production of textiles
- Excellent knowledge of Arabic or English

Key Competencies:

- planning and organizing
- communication skills
- data gathering and analysis
- problem analysis and problem solving
- judgment
- presentation skills
- facilitation skills
- coaching skills





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- adaptable
- team player

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- Dr. Suzan Aref

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- Dr. Saba Ramadhan Hasan .

E-mail: key.knowledge2015@gmail.com

The deadline for the reception of applications will be the 31 March 2015. The candidate shall be proposed by the Team Leader and be approved by the evaluation committee, assuming no objection from the relevant beneficiaries. The selection procedure shall be based on professional background, relevant work experience and language skills, according to the requested qualifications.

Work description e) Expert for the on the training on textile production:

The experts/trainers are responsible for training the beneficiaries of the project. The experts will be responsible for the design, delivery and continuous improvement of on the theory training programs; conduct needs assessments, execute training, develop reinforcements and evaluate outcomes.

- Create and maintain a positive and professional learning environment
- Manage the design, delivery and continuous improvement of training programs as well as on-going learning opportunities across the organization, in support of the organization's needs.





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- Utilize a variety of the training methodologies, techniques, concepts, learning tools, and practices to ensure maximum effectiveness of training programs
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- Monitor and measure effectiveness of all training programs
- Proactively work with the Management team to identify and resolve issues
- Create high quality deliverables within project budget and policy deadlines

Required profile of the experts:

- Bachelor degree in economics or equivalent
- Experience in working in a textile production enterprise
- At least 2 years of experience in managing textile production factory
- Business Development
- Strategic Planning
- Organizational Management
- Import/Export Expertise
- Solid Negotiation Skills
- Risk Management
- Project Management in High-Technology and Complex Operation
- Administration in Changing and Dynamic Environment
- E-Commerce Marketing Strategies
- Web Technologies and Languages
- Data and Transaction Security Operations over the Web
- E-Commerce Organizational Management
- Database Management
- Technology Strategy for a Firm Experience in teaching
- High knowledge on the phases of production of textiles
- Excellent knowledge of English





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Key Competencies:

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background, relevant work experience and language skills, according to the requested qualifications.

KEY PEOPLE KEY KNOWLEDGE FOR IRAQI WOMEN

Recruitment of two experts for the specific training on yogurt production

Reference No: 6.1.1.6/6.1.1.7/6.1.1.8/Key People Project/

f) One expert on Yogurt Production

Working hours: 58 hours

Contract type: Service Contract

Location: Erbil, Iraq

g) One European expert on the yogurt production

Working hours: 19 hours

Contract type: Service Contract

Location: Erbil, Iraq

On December 2014 a partnership composed by, MEDITER (lead Partner), Governorate of Ninawa (partner from Iraq), Municipality of Mosul (partner from Iraq), Chamber of commerce of Mosul (partner from Iraq), University of Mosul (partner from Iraq), University of Rome Tor Vergata (partner from Italy) and WEO (added partner from Iraq) was awarded the EU funded grant project “Key People, Key knowledge for Iraqi women”. This project continues the work to reinforce and facilitate the development of a culture of civil society and to help increase the level of cooperation and mutual knowledge between Civil Society and Local Authorities in the Northern Area of Iraq, notably the city of Mosul and the Region of Ninawa.

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Work description f) Expert for the on the job training on yogurt production:





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The experts/trainers are responsible for training the beneficiaries of the project. The experts will be responsible for the design, delivery and continuous improvement of on the training programs; conduct needs assessments, execute training, develop reinforcements and evaluate outcomes.

- Create and maintain a positive and professional learning environment
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- Create high quality deliverables within project budget and policy deadlines

Required profile of the experts:

- Bachelor degree in chemistry or relevant
- Experience and expertise in agro-alimentary production
- At least 2 years of experience in managing a yogurt production factory
- Work experience in yogurt/milk production industries
- Experience in the production technologies
- High knowledge on the production process
- Competences in the quality of products;
- Knowledge on the distribution process;
- Strategic Planning

Key Competencies:

- planning and organizing
- communication skills





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- data gathering and analysis
- problem analysis and problem solving
- judgment
- presentation skills
- facilitation skills
- coaching skills
- adaptable
- team player

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Work description g) Expert for the training on yogurt production:





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- Proactively work with the Management team to identify and resolve issues
- Create high quality deliverables within project budget and policy deadlines

Required profile of the experts:

- Bachelor degree in chemistry or equivalent
- Experience in working in a yogurt production enterprise
- Business Development
- Strategic Planning
- Organizational Management
- Import/Export Expertise
- Solid Negotiation Skills
- Risk Management
- Project Management in High-Technology and Complex Operation
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- E-Commerce Organizational Management
- Database Management
- Technology Strategy for a Firm Experience in teaching
- High knowledge on the phases of production of yogurt
- Excellent knowledge of English

Key Competencies:

- planning and organizing
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KEY PEOPLE KEY KNOWLEDGE FOR IRAQI WOMEN

Recruitment of two experts for the specific training on leather processing

Reference No: 6.1.1.4/6.1.1.6/6.1.1.7/6.1.1.8/Key People Project/

h) Two experts on the processing of leather

Working hours: 48 hours

Working hours: 30 hours

Contract type: Service Contract

Location: Erbil, Iraq

On December 2014 a partnership composed by, MEDITER (lead Partner), Governorate of Ninawa (partner from Iraq), Municipality of Mosul (partner from Iraq), Chamber of commerce of Mosul (partner from Iraq), University of Mosul (partner from Iraq), University of Rome Tor Vergata (partner from Italy) and WEO (added partner from Iraq) was awarded the EU funded grant project “Key People, Key knowledge for Iraqi women”. This project continues the work to reinforce and facilitate the development of a culture of civil society and to help increase the level of cooperation and mutual knowledge between Civil Society and Local Authorities in the Northern Area of Iraq, notably the city of Mosul and the Region of Ninawa.

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Work description h) Expert on the processing of leather:

The experts/trainers are responsible for training the beneficiaries of the project. The experts will be responsible for the design, delivery and continuous improvement of on the training programs; conduct needs assessments, execute training, develop reinforcements and evaluate outcomes.





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- Monitor and measure effectiveness of all training programs
- Proactively work with the Management team to identify and resolve issues
- Create high quality deliverables within project budget and policy deadlines

Required profile of the experts:

- Bachelor degree in chemistry or equivalent
- Experience in working in a leather processing company/factory
- Competences in the quality of the products
- Competences in the distribution of the products
- The nature and types of leather
- The repair processes for typical damage to leather
- The compounds and chemistry necessary to affect a repair
- Leather finish colour matching
- Finish application techniques to conceal and disguise the repair
- Business Development
- Strategic Planning
- Organizational Management
- Import/Export Expertise
- Solid Negotiation Skills
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- Project Management in High-Technology and Complex Operation





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- Administration in Changing and Dynamic Environment
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- Web Technologies and Languages
- Data and Transaction Security Operations over the Web
- E-Commerce Organizational Management
- Database Management
- Technology Strategy for a Firm Experience in teaching
- High knowledge on the phases of leather processing
- Excellent knowledge of Arabic or English

Key Competencies:

- planning and organizing
- communication skills
- data gathering and analysis
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KEY PEOPLE KEY KNOWLEDGE FOR IRAQI WOMEN

Reference No: 6.1.1.6/6.1.1.7/6.1.1.8/Key People Project/

i) One expert on the production of deserts on the job

Working hours: 58 hours

Working hours: 19 hours

Contract type: Service Contract

On December 2014 a partnership composed by, MEDITER (lead Partner), Governorate of Ninawa (partner from Iraq), Municipality of Mosul (partner from Iraq), Chamber of commerce of Mosul (partner from Iraq), University of Mosul (partner from Iraq), University of Rome Tor Vergata (partner form Italy) and WEO (added partner form Iraq) was awarded the EU funded grant project “Key People, Key knowledge for Iraqi women”. This project continuous the work to reinforce and facilitate the development of a culture of civil society and to help increase the level of cooperation and mutual knowledge between Civil Society and Local Authorities in the Northern Area of Iraq, notably the city of Mosul and the Region of Ninawa.

The purpose of this project is to enhance the cooperation of civil society and local authorities to provide social services according to the idea of subsidiarity and to reinforce the capacity building of the Iraqi society, through women empowerment. The project will mainly work toward





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enhancing the capacities of Iraqi women, which are the final beneficiaries of the project: -
Women working in local government; Teachers and University professors; Micro-entrepreneurs;
Women working in local NGOs; Journalists; Widows

Work description i) Expert on the processing of leather:

The experts/trainers are responsible for training the beneficiaries of the project. The experts will be responsible for the design, delivery and continuous improvement of on the training programs; conduct needs assessments, execute training, develop reinforcements and evaluate outcomes.

- Create and maintain a positive and professional learning environment
- Manage the design, delivery and continuous improvement of training programs as well as on-going learning opportunities across the organization, in support of the organization's needs.
- Utilize a variety of the training methodologies, techniques, concepts, learning tools, and practices to ensure maximum effectiveness of training programs
- Conduct specific training needs assessments to support the design, development and delivery of corporate training programs and strategies
- Monitor and measure effectiveness of all training programs
- Proactively work with the Management team to identify and resolve issues
- Create high quality deliverables within project budget and policy deadlines

Required profile of the experts:

- Performing all steps of the production: inspecting beans, roasting, cracking, winnowing, starting batches, tempering, foiling bars, and packaging
- Tasting and evaluating chocolate bars for flavour and quality
- Cleaning and maintaining the production facility
- Maintenance of the machines
- Competences in the distribution of the products
- The ability to complete tasks quickly, accurately, and efficiently
- Chocolate sales marketing knowledge
- Confections





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- Business Development
- Strategic Planning
- Organizational Management
- Import/Export Expertise
- Solid Negotiation Skills
- Risk Management
- Project Management in High-Technology and Complex Operation
- Administration in Changing and Dynamic Environment
- E-Commerce Marketing Strategies
- Web Technologies and Languages
- Data and Transaction Security Operations over the Web
- E-Commerce Organizational Management
- Database Management
- Technology Strategy for a Firm Experience in teaching
- Excellent knowledge of Arabic or English

Key Competencies:

- planning and organizing
- communication skills
- data gathering and analysis
- problem analysis and problem solving
- judgment
- presentation skills
- facilitation skills
- coaching skills
- adaptable
- team player





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SELECTION PROCEDURE

Applications, including a motivation letter and a CV in English with relevant professional experience should be submitted by email to:

- Dr. Victor Matteucci

e-mail: matteuccivictor@gmail.com

- Dr. Suzan Aref

E-mail: suzan.weo@gmail.com

- Dr. Saba Ramadhan Hasan .

E-mail: key.knowledge2015@gmail.com

The deadline for the reception of applications will be the 13 April 2015. The candidate shall be proposed by the Team Leader and be approved by the evaluation committee, assuming no objection from the relevant beneficiaries. The selection procedure shall be based on professional background, relevant work experience and language skills, according to the requested qualifications.





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KEY PEOPLE KEY KNOWLEDGE FOR IRAQI WOMEN

Recruitment of one online expert as consultant for all the trainings

Reference No: 6.1.1.4/Key People Project

j) One online expert as consultant for the specific trainings

Working hours: 10 hours

Contract type: Service Contract

On December 2014 a partnership composed by, MEDITER (lead Partner), Governorate of Ninawa (partner from Iraq), Municipality of Mosul (partner from Iraq), Chamber of commerce of Mosul (partner from Iraq), University of Mosul (partner from Iraq), University of Rome Tor Vergata (partner from Italy) and WEO (added partner from Iraq) was awarded the EU funded grant project “Key People, Key knowledge for Iraqi women”. This project continues the work to reinforce and facilitate the development of a culture of civil society and to help increase the level of cooperation and mutual knowledge between Civil Society and Local Authorities in the Northern Area of Iraq, notably the city of Mosul and the Region of Ninawa.

The purpose of this project is to enhance the cooperation of civil society and local authorities to provide social services according to the idea of subsidiarity and to reinforce the capacity building of the Iraqi society, through women empowerment. The project will mainly work toward enhancing the capacities of Iraqi women, which are the final beneficiaries of the project: - Women working in local government; Teachers and University professors; Micro-entrepreneurs; Women working in local NGOs; Journalists; Widows.

Work description

The experts/trainers are responsible for training the beneficiaries of the project. The experts will be responsible for the design, delivery and continuous improvement of on the training programs; conduct needs assessments, execute training, develop reinforcements and evaluate outcomes.

The expert will offer its consulting for:

- i. The module of general training on the creation and management of NGO/SME
- ii. The module of training of the creation of a textile production enterprise
- iii. The module of training on the creation of a yogurt production enterprise
- iv. The module of training on the creation of a chocolate shop





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- Create and maintain a positive and professional learning environment
- Manage the design, delivery and continuous improvement of training programs as well as on-going learning opportunities across the organization, in support of the organization's needs.
- Utilize a variety of the training methodologies, techniques, concepts, learning tools, and practices to ensure maximum effectiveness of training programs
- Conduct specific training needs assessments to support the design, development and delivery of corporate training programs and strategies
- Monitor and measure effectiveness of all training programs
- Proactively work with the Management team to identify and resolve issues
- Create high quality deliverables within project budget and policy deadlines

Required profile of the experts:

- Graduated in economics or equivalent
- High knowledge on the procedures for the creation and administrating an enterprise
- Accounting expertise for profit entities
- Excellent knowledge of Arabic or English
- At least two years of experience in management of SME
- Experience in teaching
- International expertise in cooperation projects

Key Competencies:

- planning and organizing
- communication skills
- data gathering and analysis
- problem analysis and problem solving
- judgment
- presentation skills
- facilitation skills
- coaching skills





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- adaptable
- team player

SELECTION PROCEDURE

Applications, including a motivation letter and a CV in English with relevant professional experience should be submitted by email to:

University of Rome Tor Vergata

Dr. Carmen Tata

e-mail:

The deadline for the reception of applications will be the 13 April 2015. The candidate shall be proposed by the Team Leader and be approved by the evaluation committee, assuming no objection from the relevant beneficiaries. The selection procedure shall be based on professional background, relevant work experience and language skills, according to the requested qualifications.



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KEY PEOPLE KEY KNOWLEDGE FOR IRAQI WOMEN

Reference No: 1.1.5.1/Key People Project/

k) One expert for the preparation of the didactic curricula

Working period: 3.6 Months

Contract type: Service Contract

On December 2014 a partnership composed by, MEDITER (lead Partner), Governorate of Ninawa (partner from Iraq), Municipality of Mosul (partner from Iraq), Chamber of commerce of Mosul (partner from Iraq), University of Mosul (partner from Iraq), University of Rome Tor Vergata (partner from Italy) and WEO (added partner from Iraq) was awarded the EU funded grant project “Key People, Key knowledge for Iraqi women”. This project continues the work to reinforce and facilitate the development of a culture of civil society and to help increase the level of cooperation and mutual knowledge between Civil Society and Local Authorities in the Northern Area of Iraq, notably the city of Mosul and the Region of Ninawa.

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Work description:

- Cooperate with all the external experts in the preparation of the training programme and training curricula;
- Define the most appropriate methodology for the implementation of the training;
- Support the other trainers with the training sessions
- Create and maintain a positive and professional learning environment





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- Manage the design, delivery and continuous improvement of training programs as well as on-going learning opportunities across the organization, in support of the organization's needs.
- Utilize a variety of the training methodologies, techniques, concepts, learning tools, and practices to ensure maximum effectiveness of training programs
- Conduct specific training needs assessments to support the design, development and delivery of corporate training programs and strategies
- Monitor and measure effectiveness of all training programs
- Proactively work with the Management team to identify and resolve issues
- Create high quality deliverables within project budget and policy deadlines

Required profile of the experts:

- bachelor's degree in a related field
- experience with instruction or training
- knowledge of adult instructional and learning theory and principles
- knowledge of training methodologies
- knowledge of learning management systems
- knowledge of competency assessment
- knowledge of English

Key Competencies:

- planning and organizing
- communication skills
- data gathering and analysis
- problem analysis and problem solving
- judgment
- presentation skills
- facilitation skills





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- coaching skills
- adaptable
- team player

SELECTION PROCEDURE

Applications, including a motivation letter and a CV in English with relevant professional experience should be submitted by email to:

- Dr. Victor Matteucci

e-mail: matteuccivictor@gmail.com

- Dr. Suzan Aref

E-mail: suzan.weo@gmail.com

- Dr. Saba Ramadhan Hasan .

E-mail: key.knowledge2015@gmail.com

The deadline for the reception of applications will be the 13 April 2015. The candidate shall be proposed by the Team Leader and be approved by the evaluation committee, assuming no objection from the relevant beneficiaries. The selection procedure shall be based on professional background, relevant work experience and language skills, according to the requested qualifications.

