



Austrian Development Agency

INTERNATIONAL TEAM LEADER EU LEAD4SHIRAK

The Austrian Development Agency (ADA), the operational unit of the Austrian Development Cooperation (ADC), is looking for an international Team Leader (full time, f/m) for the project “**Local Empowerment of Actors for Development in Shirak province of Armenia (LEAD4Shirak)**”.

1. Background and Introduction

The Austrian Development Agency (ADA) has been delegated by the European Union (EU) to implement a strategic project focusing on the development of Local Empowerment of Actors for Development in Shirak province of Armenia (LEAD4Shirak).

The project with a volume of EUR **4.4 Mio.** will be implemented in Armenia’s Shirak Province over a period of **48** months. To support the ADC Office for Technical Cooperation in Yerevan (OTC) in ensuring a successful implementation of this project, ADA is recruiting an experienced International Team Leader based in Gyumri for a maximum of **51** months (including the closure period) planned starting in the fourth quarter of 2020.

The overall objective of the action is “to promote inclusive and sustainable growth and improved livelihoods of rural population in Shirak marz through support to community-driven local development initiatives and partnerships” by focusing on the following **specific objectives**:

Specific Objective 1: A sustainable mechanism for mobilising local actors for development according to the EU LEADER approach is set up in Shirak marz.

Specific Objective 2: The implementation of community needs-based projects according to the EU LEADER approach has been supported in Shirak marz.

Within the above objectives, the project envisages achievement of the following **outputs**:

Output 1: The regulatory framework and delivery system for CLLD/LEADER are effective in Shirak marz.

Output 2: At least two representative Local Action Groups (LAGs) have been established and are operational.

Output 3: Local stakeholders in at least two LAGs have elaborated an inclusive, gender-sensitive and sustainable multi-annual community-driven Local Development Strategy (LDS) and an Implementation Plan (IP) that represents the needs, interests and potentials of the local population.

Output 4: Local economic and social initiatives and innovations have been supported based on the priorities set up in the LDS and according to the grant and support scheme.

Output 5: LAGs and local stakeholders have been involved in lively exchanges, capitalising on the CLLD/LEADER approach and furthering its sustainable anchoring in the institutional fabric of Armenia.

Further background information and documents regarding ADC’s engagement in Armenia are available on our homepage www.entwicklung.at.

2. Detailed Terms of Reference

Under the direct supervision of the Head of Office for Technical Cooperation (OTC) in Yerevan, the International Team Leader

will be responsible for detailed planning, initiating, facilitating and managing project activities and measuring performance and reporting on project results and outcomes. This position is based in the project office in Gyumri with frequent trips to Shirak marz (province) communities, the OTC office in Yerevan, and occasionally abroad.

The Head of the OTC has the overall responsibility concerning all disciplinary, organisational and contractual matters of this employment. The International Team Leader will be responsible for overall project management, guidance and supervision of the project team. Close cooperation between the Programme Management Team in the Gyumri project office, the OTC and the responsible Programme Manager - based at ADA Head Quarter (HQ) in Vienna - is required. Coordination and cooperation with local and regional authorities and institutions, Local Action Groups (LAGs) as well as with non-governmental partners, is a core task of the assignment.

2.1. Specific Duties

- Set up the project team in close coordination with the Head of OTC in Yerevan and the ADA HQ in Vienna;
- Assure overall results-based technical and financial management of the project (under the supervision of the ADA OTC);
- Regularly monitor and analyse the project environment and timely adjust the implementation as needed in line with EU and ADA regulations;
- Lead and supervise the project team in Gyumri and in the field office (approx. 10 staff);
- Select short-term experts, provide overall coordination and monitoring of the experts' performance;
- Ensure compliance of procurement and grant award procedures with EU and ADA regulations;
- Coordinate the project implementation and joint activities with projects implemented by UNDP/FAO and ICMPD in the neighbouring provinces;
- Effectively liaise (serve as the project key liaison) with government counterparts and the donor EU Delegation, as well as with the project stakeholders, beneficiaries, other donors and the public to develop professional relationships;
- Organize Advisory Board meetings and assure implementation of its recommendations;
- Ensure compliance with ADA's Environmental, Gender and Social Impact Management (EGSIM) Manual
- Coordinate monitoring activities including backstopping missions from ADA HQ, analysis and aggregation of data collected;
- Contract and support external audits and evaluations;
- Regularly monitor potential risks as well as develop and implement risk mitigation measures;
- Prepare regular project reports and coordinate the reporting process with the ADA team in OTC and ADA HQ;
- Ensure high EU and ADA visibility in line with the project's communication and visibility plan;
- Carry out any other duties as required by the supervisor.

2.2. Requirements and Qualifications

- University degree in rural development, economics, business or public administration, development studies, or other related field; post-graduate degree (Master level or higher) is an asset;
- At least 5 years in managing international development programmes and projects of similar scope and nature; successful experience with EU or ADC funded projects is considered an asset;
- At least 5 years work experience in the rural development sector, preferably in the transition market economies;
- Proven experience and successful track-record in results-based project/programme management and in project cycle management (including monitoring and evaluation);
- Sound understanding of donor procedures and rules applicable to funding received from large institutional donors, in particular with European Union external actions;
- Good understanding of the LEADER methodology and local development combined with proven ability of applying these principles;
- Experience in market system development and/or participatory governance would be an asset;
- Understanding of international development cooperation principles and quality standards, including cross-cutting issues is highly desirable;
- Excellent written and oral communication/reporting, representation skills in English are required; knowledge of Armenian or Russian and good German skills is an advantage;
- Demonstrated gender, diversity and environmental competence; ability to integrate the gender perspective into tasks and activities;
- Proven management and leadership skills;
- Full proficiency in Microsoft Office applications, especially Outlook, Word, Excel, PowerPoint and Teams applications;

- Ability and willingness to travel within Armenia and occasionally abroad;
- Excellent interpersonal/social and communication skills;
- Adherence to highest standards of ethics;
- Valid driving license (category B) is an asset;
- Self-motivation, decisiveness and hands-on mentality;
- Ability to effectively coordinate a multi-disciplinary team of staff, experts and consultants;
- Ability to work in multinational and multicultural environment.

3. How to Apply

The assignment is scheduled to commence in the fourth quarter of 2020. Contract duration: **12 months**, with the possibility for extension until project closure.

All applications are due by COB **September 14th 2020** CET. If you wish to apply for this position, please submit your application (Cover Letter and CV as well as other relevant documents) via our E-recruiting system to www.entwicklung.at/ada/karriere.

This project position is subject to the pending signature of the Contribution Agreement between the EU and ADA. ADA retains the discretion to re-advertise the vacancy, to cancel the recruitment, or to offer an appointment with a modified job description or for a different duration.

Women are particularly encouraged to apply. All applications will be treated with the strictest confidence and no application fees or information with respect to bank account details are required by ADA for our recruitment process. Please note that in the event of an invitation for an interview, ADA is unable to reimburse costs incurred. Candidates must expect that references from previous employers will be requested by ADA. Only short-listed candidates will be contacted.

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