



VACANCY FOR ENAIP NET COUNTRY PROGRAMME LEADER Roster

Job Title: Roster – Programme Leader

Company Name: ENAIP NET

Sector: Vocational Education and Training

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.



ENAIP NET

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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.

POSITION: Country Programme Leader (CPL) – Roster 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.



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- 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.
- 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 ENAIP NET, as well as assist with audit procedures.
- In full compliance with the indications by ENAIP NET and the donors about visibility, promote communication and information activities, and assist ENAIP NET in media relations and in organising launch/closure seminars related to the Action and the visits by ENAIP 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.





ENAIIP NET

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.

HOW TO SUBMIT YOUR CANDIDATURE:

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

- Letter of motivation, drafted in PORTUGUESE 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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