Fundación Educación para el Empleo
Programmes and Business Development Officer
Madrid, Spain

Do you want to do a job that really makes a difference? Can you write in a detailed, factual, articulated and persuasive manner? Apply to join the Fundación Educación para el Empleo (EFE-Europe) team as a Programmes and Business Development Officer

About the Organisation

EFE-Europe is the European hub of the Education For Employment Network (EFE), the leading youth employment organisation in the Middle East and North Africa (MENA), providing unemployed youth with the skills and opportunities they need to build careers that create a better future for themselves, their communities, and their countries, while helping companies find the talent they need to continue growing. We operate in Algeria, Egypt, Jordan, Morocco, Palestine, Saudi Arabia, Tunisia, UAE, and Yemen, with global hubs in Europe (Madrid, Spain), the US, and the UAE.

Position Summary

You will work with EFE-Europe’s Programmes, Business Development, and Finance teams, and the CEO, as well as with staff across the EFE Network, managing projects and contributing to business development. This position offers an excellent opportunity to continue to develop skills and experience with career development opportunities within a growing international brand.

Main responsibilities

A. Programme Management
   • Design, implement and oversee projects, including intervention strategy, work plans and budgets, ensuring compliance with deadlines and donor requirements.
   • Lead the drafting of narrative reports to donors and other stakeholders, ensuring compliance with deadlines and donor requirements.
   • Oversee programme staff assigned to specific projects ensuring the adequate completion of tasks.
   • Conduct and oversee project tracking, monitoring and evaluation.
   • Coordinate activities with local partners, including organising trips to oversee project implementation, support project monitoring and provide technical assistance.
   • Conduct and oversee administrative, financial and logistical tasks to organise project activities, meetings, conference calls, travel arrangements and expense reports, and prepare and/or edit meeting minutes, presentations, and spreadsheets.
   • Conduct and oversee compilation of research and summary documents, filing of project documents and budget monitoring.
   • Oversee prospection for and contact local service/good providers to request quotes, invoices, etc., and production and compilation of administrative records – e.g. invoices, travel-related files, procurement for services and expenditures, OFAC/SAM cross-checking, etc. – and cross-check them against actual project budgets.
• Support communications and visibility activities, including through updating communications materials, and coordinating, drafting and formatting project posts for social media dissemination, both in specific project accounts as well as EFE-Europe’s general accounts (Twitter, LinkedIn, Facebook and Instagram).

• Assist with other ad hoc tasks as required, with the flexibility and initiative to support the wider team goals.

B. Business Development

• Oversee, identify and assess funding opportunities, providing comprehensive inputs to inform Go-No-Go decisions.

• Prepare a work plan with the tasks and team required to create a proposal, and ensure that proposal development stays on schedule.

• Design, research for, and write proposals.

• In case of multiple writers, coordinate, edit, and finalise proposals to ensure consistency of tone, language and message, and full compliance with the RFP or donor requirements.

• Assemble final text, graphics, exhibits and supporting documents for submission.

• Work with the Programme and Finance teams on proposal budget development.

• Assist with other ad hoc tasks as required, with the flexibility and initiative to support the wider team goals.

Experience, skills and qualifications

Essential

• Minimum of BA/BS degree from a top university (e.g. International Relations/ Political Science, Communications, Development Cooperation, Economics, Law, or related areas).

• Minimum of 5 years of demonstrated experience in development cooperation, with a proven track record in project management, especially of European Commission- and international organisations-funded projects.

• Fluency in English and Spanish mandatory - native or native-equivalent (French is a plus).

• Strong knowledge of the project management cycle.

• Organisation, time-management and forward planning to work against tight deadlines.

• Proposal-writing experience using an SDG and rights-based approach.

• Demonstrated ability to write in a detailed, factual, articulated and persuasive manner.

• Strong proposal budget development skills, and competency in financial management of budgets and monthly accounts.

• Excellent interpersonal, communications, copywriting and presentation skills, with a keen eye for detail.

• Excellent research skills.

• Strong work ethics and ability to work independently and in a team.

• Ability to travel.
Desirable

- French and Arabic language skills.
- Background knowledge/experience in communications.
- Experience in the MENA region.

Compensation: Commensurate with experience.

To Apply: Send a cover letter and CV to europe@efe.org with PROGRAMME & BIZ DEV OFFICER POSITION in the subject line. Please tailor your cover letter to highlight how your qualifications meet the credentials listed above. Candidates are encouraged to apply early as we seek to fill this role immediately, and applications will be reviewed as they are received.

Note: EFE-Europe is an equal opportunity employer. It is EFE-Europe’s policy to seek out and hire, at all levels, individuals without regard to race, religion, age, colour, nationality, gender, sexual orientation, or physical ability. We affirm our policy of offering equal employment opportunities to all individuals through our hiring practices.