



bioforce

JOB OFFER | BIOFORCE IS LOOKING FOR

Project Coordinator

Réf. 17203

Date of the offer 21/12/2021

Apply by 16/01/2022

BIOFORCE. EMPOWERING HUMANITARIANS.

We are a humanitarian organisation that works in the preparation and response to crises relating to conflict, natural catastrophe, and epidemic.

We provide solutions to enable vulnerable populations to have access to efficient and high-quality aid through training, accompanying and structuring of humanitarian actors.

In Europe, Africa and the Middle East, Bioforce's teams empower humanitarians to work effectively with vulnerable populations by providing training and support solutions. Whether they are the humanitarian workers of today or tomorrow, humanitarian workers who cross borders or those who take action in their country within their community, international or national organisations in crisis zones.

For more information on Bioforce: www.bioforce.org

THE JOB CONTEXT

In order to respond to the evolutions within the humanitarian and development sectors and to maintain an attractive and innovative offer, Bioforce has decided to carry out a thorough revision of its offer in the field of **qualifications training programmes**.

This coincides and is interdependent with the Bioforce 2030 strategy under work.

The new training offer will be built around the following key elements/concerns:

- Consistency with the findings of Bioforce's 2020 SOHP study
- An offer showing clear added value in the sector, namely with respect to other offers
- International/multilingual
- Appropriate, adapted, and attractive recognition solutions (diplomas/certifications)
- Cost-effectiveness
- Consistency with the localization agenda at large
- An offer based on learning pathways in defined thematic sectors
- Consistent with the evolving needs of the employment market
- Consistent with cutting edge approaches and methods of adult learning
- Including a strong blended learning dimension
- Including a strong focus on accessibility for learners
- Consistent with Bioforce's culture and identity

Main responsibilities and tasks

The project coordinator will be in charge of the development, drafting, and coordination of all the work relevant to the above mentioned project:

- General project management/coordination (15 days)
- Mapping, research, analysis etc (50 days)
- Drafting and finalizing options, including an implementation plan (15 days)

The working language will be predominantly French – with English needed for certain mapping and research activities

Deliverables

- Exhaustive draft of Bioforce's new training offer, including all the key elements mentioned above
- Project research data
- Project report (including the project management elements)



All deliverables are to be produced in French – with a summary in English and some specific presentations in English

Supervision and support

The work will be supervised by Rory Downham, Director of L&D and the “*Comité Stratégique Formations*”
The project coordinator will benefit from:

- 40 days of consultant support (to be determined according to needs)
- Input from Bioforce’s staff, namely those in charge of:
 - Quality
 - Competencies and certification
 - Coordination of existing training, programmes
 - Thematic training managers
 - Communications

Main requirements

Training

Master’s degree in Learning and Development or related fields

Skills and experience

At least 10 years of experience in learning and development, predominantly in the humanitarian sector
Experience working in higher education (desired)

Knowledge and skills

Good knowledge of learning/education systems – particularly higher education/vocational training
Strong and proven skills in developing training programmes and certifications
Good knowledge of the humanitarian/development sector
Strong skills in project management and surveys
Extensive experience in representation and networking
Strong communication and writing skills
Fluent in French and English.

Behavioural skills

Flexibility/ Adaptability and Autonomy
Respect of procedures and internal frameworks
Organizational skills. Priority management
Relational qualities
Professional Ethics

Conditions

Inception date: As of February 2022
Status: Consultancy
Contract: Total of 80 days between February and November 2022
Place: Anywhere with trips to be expected in Lyon

How to apply

Please send your CV and cover letter by email, with the reference to the job offer in the subject of the mail, to Sylvia PAIRE, HR Manager at: rhsiege@bioforce.org