

## **Job description for International Advisor**

The International Advisor is head of the Sub-Regional Office (SRO) and will work under the supervision and authority of the DTDA in Copenhagen. The International Advisor will in general assist partner organisations in pursuing the aims and strategies as outlined in the programme and project documents defining the collaboration between the DTDA and the partner organisation. The International Advisor will further participate in the organisational development process of the DTDA.

### **Reference**

The International Advisor refers to the responsible Head of Department in the DTDA.

### **Overall responsibility**

The International Advisor is, within the overall budgetary frames, responsible for the development, implementation and monitoring of all DTDA programmes and projects in the countries covered by the SRO.

As Head of the SRO, the international Advisor is responsible for the management of the SRO and its staff including possible out stationed advisers in accordance with the DTDA guidelines.

The international Advisor represents the DTDA vis-à-vis partners and counterparts within the geographical area covered by the SRO.

### **The International Advisor will undertake the following tasks:**

#### **Technical Assistance:**

In liaison with the DTDA in Copenhagen and local partner organisations, participate in the continued development of the DTDA programme in the region incl. solidarity projects.

Be responsible for the collaboration with and assistance to partner organisations in assessment of needs for support, development of Theories of Change, drafting of project relevant documents, including budget and work plans.

Ensure an annual sustainability analysis for each of the partner organisations.

Assist partner organisations with technical advice and assistance from either the SRO or by provision of relevant domestic, regional or international materials and resource persons.

Assist partner organisations in administrative, managerial, or funding related capacity development activities.

#### **Monitoring and reporting:**

Ensure effective monitoring of expenditures and progress of projects in all partner organisations.

Assist partner organisations in proper and effective observation of the DTDA Guidelines for budgeting, accounting and reporting.

Be responsible for the receipt, control and follow-up on narrative and financial reports as well as the annual audited statement of accounts from the partner organisations.

Closely observe political, economic and social development with particular focus on the labour market within partner countries and, based on this, provide input to the DTDA's context analysis and Labour Market Profiles as well as ad-hoc notes on issues of special interest and/or significance.

**Management of the SRO:**

The International Adviser is responsible for the effective management of the SRO including:

- Overall sound financial management of the office within the approved operational budget.
- Human resource management within the office.
- Represent and secure official recognition of the SRO vis-à-vis the local authorities.
- All matters related to the day-to-day operation of the SRO.
- Ensure the registration of work hours in accordance with the DTDA Guidelines.

**Fund-raising:**

Liaise with the Danish Embassies, EU-representations and other potential donor organisations in the region.

Participate in ad-hoc working groups in the DTDA to prepare concept notes and applications to the potential donor agencies.

**Meetings and seminars:**

Participate in local project management meetings with partner organisations.

Participate in regional network meetings and seminars between the DTDA and national as well as international partner organisations.

Participate in meetings, workshops, conferences, etc. with institutions and organisations of relevance to the DTDA.

Ensure the preparation of materials, facilitation and follow-up on regional network meetings and seminars.

**Communication work:**

The International Adviser will be responsible to ensure contributions from partners as well as input from the SRO for the use of the communication work on various media platforms in Denmark.