

## JOB DESCRIPTION

<b>JOB TITLE</b>	Kairouan Local Advisor	<b>DEPARTMENT</b>	Project Management
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### MISSION OF THE JOB POSITION

Under the supervision of the project manager, Kairouan Local Advisor will be responsible for a full range of activities that will ensure an efficient implementation of the activities. He/she is expected to collect data related to the project beneficiaries: students and fresh graduates in Kairouan. Work closely with the project coordinator in the workshops and the training session organization. He/she is also responsible to communicate about the work progress through providing PV and reports. He/she is asked to build strong relationship with all the key stakeholders in Kairouan and constantly communicate about the project as a whole through the use of Fresh Tunisia communication materials.

She/he must be able to apply the below duties and responsibilities of the for project success.

### TASKS

- Conduct research and data about universities and students in Kairouan
- Promote the project's mission and values on the external level especially to local Stakeholders in Kairouan
- Organize serial visits to universities to build strong relation with students and to talk to them about Fresh Tunisia
- Coordinate with local authorities to ensure an effective implementation of activities
- Working closely with the administrations of each university to reach the fresh graduates students
- Constantly communicate about the project goals and mission to beneficiaries and local stakeholders
- Assist in the workshops' conduction
- Participate in developing a process to gather continuous feedback from beneficiaries
- Ensure the participations of the beneficiaries to the workshops
- Draft Pv including beneficiaries' feedback and expectation regarding Fresh Tunisia's activities
- Watch beneficiaries' own progress (Business Model/ Pitching....)
- Communicate in a timely and effective manner the activities progress in Kairouan to the project manager and the project coordinator
- Working closely with the local authorities, coordinate and participate in the project workshops

**QUALIFICATIONS**

<b>EDUCATION</b>	<b>Major</b>	<b>Required/Desired</b>
Minimum Bachelor's degree	in business, marketing, management or related field.	Required
<b>Languages :</b> Arabic and fluency in French and English		

**PROFESSIONAL EXPERIENCE**

A minimum of three years of experience in management, finance and accounting.  
Experience with NGOs is an advantage.

**OTHER REQUIRMENTS**

- Proven skills to interact effectively with the public and all levels of management
- Good analytical and research skills
- Ability to work in a team, and good interpersonal skills
- Ability to work under time pressure and meet deadlines.
- Strong computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products and e-mail
- Excellent organizational, strategic, planning and implementing skills