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