

USAID Tunisia Jobs, Opportunities & Business Success (JOBS) Project

SCOPE OF WORK

Title:	BEE specialist
Length of Assignment:	Long-term
Reports to:	Team Leader for JOBS Business Enabling Environment

I. BACKGROUND

Tunisia JOBS, financed by the U.S. Agency for International Development (USAID), is delivering technical assistance to Tunisian SMEs to enable enterprise growth and employment. As part of this effort, JOBS is helping the private sector and the Government of Tunisia (GOT) forge a more competitive business enabling environment (BEE), by jointly identifying policy and regulatory constraints to business growth.

The role of the Business Enabling Environment Specialist (BEES) for Component 3 (C3) is to assist the Component 3 Policy team in organizing its ongoing activities. This task involves monitoring project plans and schedules; organizing and participating in stakeholder meetings; and ensuring that project deadlines are met with quality deliverables that meet objectives.

II. DETAILED RESPONSIBILITIES

Responsibilities include:

The BEES will:

- Organize and participate in stakeholder meetings and manage important actions and decisions resulting from meetings.
- Support the implementation of JOBS' policy technical activities.
- Identify and facilitate relations with external partners from the public and private sector.
- Liaise with JOBS' operations team to prepare logistics for policy meetings and workshops.
- Draft and edit SOWs for the recruitment of local and international consultants, while working closely with the consultants during their assignments to ensure that he/she meets the SOW objectives or determine solutions if problems arise at any point during the SOW.
- Invite small and medium-sized businesses to participate in JOBS activities to allow a wider dissemination and a clearer understanding of JOBS' policy activities and new e-government tools.

- Work closely with other project-component team members to enhance JOBS' shared objectives.

In addition to these key functions, the BEES' highly successful performance will also require:

- Thorough knowledge of the Tunisian business-enabling policy environment.
- Commitment to getting the job done and willingness to put in the time required to ensure that all assignments are conducted in the most impactful and professional manner.
- A strong team spirit and cooperation with colleagues.

Qualifications:

- Minimum of a university degree in law or related field; advanced degree preferred.
- At least 5 years of general professional experience and at least 3 years in legislative drafting and/or regulatory reform.
- Proven ability to work professionally, constructively, and collaboratively with officials and entrepreneurs.
- Strong interpersonal and written communications skills.
- Excellent French, Arabic, and strong English speaking and writing skills required.

4. LEVEL OF EFFORT AND PERIOD OF PERFORMANCE

This position is long-term, on a full-time basis.

5. LOCATION OF THE ASSIGNMENT

The assignment will be in Tunis.

6. SUPERVISION AND REPORTING

The BEE Specialist Will report to Team Leader for JOBS Business Enabling Environment.

Application Instructions:

To Apply to this position, please send a cover letter and Resume on Recruitment@TunisiaJOBS.org before **September 25th, 2022**.

Only finalists will be contacted.