

Job Announcement



Partners in
Transformation
Import Promotion Desk



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sequa gGmbH is a globally operating non-profit development organisation. Since 1991 sequa has carried out programmes and projects of international cooperation in close collaboration with the German private sector. sequa offers know-how and long-term experience in capacity development for chambers and associations (BMOs), vocational education and training, private sector development and trade promotion. The organisation is based in Bonn, Germany. sequa employs more than 100 persons (2025) and reported a turnover of EUR 56 m in 2024.

We are looking for the following person as soon as possible

Regional Expert – IPD Hub Brazil (m/f/d)

Location: Brasília / Brazil

Scope of work: full-time

Assignment Period: as soon as possible until at least 31st December 2027 (extension is desired)

Project: Import Promotion Desk (IPD)

Your Tasks

In cooperation with the project offices in Bonn and Berlin, you will be responsible for implementing activities with export promotion agencies and exporting companies in the partner country and will be the central IPD contact point on site. Your tasks will include:

- **Planning and implementation of capacity building activities in the respective partner country (or region, if applicable):** Identification of relevant export promotion agencies, chambers of commerce, industry associations, etc.; Recruiting them for cooperation with IPD; supporting the institutions in identifying, implementing and establishing export-related services (training, country stands at trade fairs, market intelligence, etc.) and optimising internal processes; fostering cooperation between the institutions;
- **Support and extension of the IPD network in the country (or region, if applicable):** Exchange with international partners on site (representatives of funding agencies such as GIZ, ministries, relevant organisations, etc.) to identify synergies and new opportunities for cooperation; establishing new contacts with and promoting cooperation between local partner organisations; increasing the visibility of the IPD in the country;
- **Strengthening regional cooperation:** Involvement of export promotion agencies and exporting companies in the IPD partner country or region in local activities; promotion of cross-border cooperation in the region and exploitation of synergy effects;
- **Cross-border projects:** Planning and implementation of cross-border projects to expand export-related services at partner organisations;
- **Support in identifying new exporters and managing the existing IPD exporter pool in close consultation with the respective sector experts in the project offices in Germany:** Support in conducting information and training workshops; support in identifying companies with export potential, maintaining contacts, providing advice, visa processes and information research;

- **Provision of information:** Sharing relevant local information (e.g. economic, political, about BSOs) with sector experts and project management; communicating IPD objectives to BSOs and other local partners; supporting the development of information materials;
- **Administrative tasks in the implementation of local activities:** including organising events and providing logistical support for travel, accounting for the local office, contracts with service providers.

Your Profile

- At least 7 years of professional experience as an organisational developer, in a position of responsibility within a trade promotion organisation or in development cooperation projects in developing and emerging countries (preferably in the areas of trade or value chains);
- In-depth expertise in the areas of organisational development, stakeholder management, trade promotion, export development, capacity building for export companies; knowledge of development cooperation funding instruments (sustainable economic development, private sector promotion, chamber promotion, etc.);
- Proficiency in project planning and management methods;
- At least 2 years of professional experience abroad in a developing or emerging country, ideally Brazil;
- Business fluent Portuguese and English, German skills are desirable;
- Understanding of complex interrelationships and willingness to familiarise oneself with the sectors to be worked on in the country, (currently fresh produce, natural ingredients and sustainable tourism);
- Strong analytical, networked and creative thinking as well as independent, proactive, solution-oriented, service-oriented and strategy-compliant action;
- Interculturally competent, team-oriented, resilient and assertive personality;
- Confident, engaging, motivating and persuasive manner in front of (expert) audiences;
- Willingness to live in Brazil for an extended period of time;
- Willingness to travel frequently (nationally, regionally and to Europe).

Our offer

We offer you the opportunity to work in an extremely committed team in an international environment and a responsible area of responsibility with short decision-making processes.

Please send your application documents (cover letter and CV in English, salary expectations, availability) by 15th February 2026 at the latest by e-mail to bewerbung@importpromotiondesk.de

If equally qualified, people with disabilities will be given preferential consideration.