



## TERMS OF REFERENCE (ToR)

### Background information

Under the Global Programme “Centres for Migration and Development”, GIZ is working together with Don Bosco Youth Network (DBYN) to support regular labor and educational Migration to Germany and Europe. As part of this, the programme is supporting the establishment and enhancement of trainings and certificates that are beneficial on the international job market. The four Technical Institutes in this project are:

- St. Mary’s Technical Institute in Tamale (Northern Region),
- Don Bosco Technical Institute in Odumase/Sunyani (Bono Region),
- Catholic Technical Institute in Kumasi (Ashanti Region) and
- St. Paul’s Technical School in Kukurantumi (Eastern Region).

The project focuses on improving the access to gainful employment for graduates of Technical Institutes in Ghana. The project will seek to establish partnerships with industry for the training of the staff in some respective departments through industry exposures according to the concept of Workplace Experience Learning (WEL) as part of the upgraded and “C”-certified elective subject. As a result, the position of an industry relation officer is paramount.

This position focuses on fostering collaborations that align with the project’s strategic goals, such as seeking avenues/opportunities for staff capacity building, and knowledge exchange. The IRO acts as a bridge between key stakeholders/trainers/staff and the broader industry ecosystem, ensuring mutual benefits and long-term partnerships for exchanges. To facilitate these partnerships more easily the selected Technical Institutes shall be in urban areas with a higher number of companies in the formal sector.

## **Roles and Responsibilities/Tasks**

The Industry Relation Officer (IRO) will perform the following core duties:

- Collaborate with the project team in the implementation of the project
- Stakeholder Engagement: Identify and cultivate relationships with key industry players, including companies, principals, staff/trainers and parents.
- Attend industry events, conferences, and networking sessions to achieve project activity/goals.
- Facilitate the formation of strategic partnerships, joint ventures, or collaborative venture. Negotiate terms of engagement, memoranda of understanding (MoUs), and collaboration agreements in alignment with project objectives. Secure exposure/internship places and opportunities industries/companies for TVET teachers in the (Catering and hospitality, Welding, Plumbing etc. departments) preferably in Takoradi, Accra, and Kumasi.
- Prepare reports and briefings for project management to inform strategy and decision-making.
- Solicit feedback from industry partners to refine project initiatives.
- Work closely with stakeholders such as principals, staff/teachers/instructors/trainers, and project team to integrate industry insights into internal processes. Provide training or briefings on industry best practices.
- Behave ethically and honest in the course of the project
- Participate in scheduled meetings where applicable

## **Qualification and skills**

- Prior working experience in the area of networking
- Must possess strong technical skills (an engineer in any TVET technical field is a plus)
- Advanced knowledge in any similar senior position in the TVET space
- Experience and knowledge regarding the mode of cooperation and assistance between faith-based organisations as owners of TVET institutions and Ghana TVET Service.

- Speak fluently in English, Dagbani and Twi.
- Excellent English writing skills

**Reporting to: Project Manager, Don Bosco Youth Network, West Africa**

**Location: Ashaiman**

**Employment Type: 12 months.**

**How to apply:**

Please send your CV and financial proposals to [advocacynetworkingaos@gmail.com](mailto:advocacynetworkingaos@gmail.com)

**Deadline:**

All application and CV must be sent not later than 30<sup>th</sup> November, 2025.