

Terms of Reference

Junior National Academic and Student Affairs Consultant

Tlemcen, Algeria

PN 2016.2064.0-002

Title: Support the Pan African University Institute of Water and Energy Sciences (including Climate Change) (PAUWES) in setting up the strategic planning process and participating in the financial planning and monitoring

Work packages/Output: Academic and Student Affairs Advisory of PAUWES

Institution: The Pan African University Institute of Water and Energy Sciences (including Climate Change) (PAUWES)

1. Background

Context - The Pan African University

The Pan African University (PAU) is a continental initiative of the African Union Commission (AUC) to revitalize higher education and research in Africa. It is aiming at exemplifying excellence, nurturing quality and enhancing the attractiveness and global competitiveness of African higher education and research. Five thematic institutes will establish Master and PhD programmes and engage in collaborative and development oriented research programmes. They will work with satellite centres in other African regions while cooperating closely with the public and private sector and civil society. Currently the four existing institutes of the Pan African University are hosted in different regions of Africa and are supported by the so-called Lead Thematic Partners (LTPs). Germany is the LTP for the PAU Institute of Water and Energy Sciences (including Climate Change) (PAUWES) at the AbouBakrBelkaïd University of Tlemcen in Algeria. The other institutes are based in Cameroon (Institute for Governance, Humanities and Social Sciences), Kenya (Institute for Basic Sciences, Technology and Innovation) and Nigeria (Institute for Life and Earth Sciences). The fifth institute (for Space Sciences) will be established in South Africa. The central Rectorate of the Pan African University in Addis Ababa steers, manages and coordinates the academic and administrative affairs of PAU.

The PAU Master programmes were created to attract highly qualified graduates from across Africa, including the African Diaspora. The programmes shall facilitate the education of high quality graduates who are skilled to make a significant contribution to Africa's development. They are educated to perform as future leaders, entrepreneurs, decision-makers and reformers in core areas for Africa's development.

The Pan African University (PAU) Institute of Water and Energy Sciences (including Climate Change) (PAUWES) is located on the campus of the University of Tlemcen, Algeria. In partnership with the AUC and the Algerian and German governments, the PAUWES Institute offers graduate students access to leading academic teaching, research and hands-on training in areas vital to the future of African development – water, energy and the challenge of climate change.

GIZ is supporting the Department of Human Resources, Science and Technology of the African Union Commission(HRST) in the establishment of one of the 5 PAU Institutes, namely the Pan African University Institute of Water and Energy Sciences, including Climate Change (PAUWES), which is based in Tlemcen, Algeria.

The GIZ team in Tlemcen, Algeria, focuses on the direct support of PAUWES in its institutional establishment e.g. in supporting the setting up of teaching and study programs as well as the building up of applied research. The GIZ PAU team in Addis Ababa offers capacity building to the HRST and the PAU Rectorate, concerning the strengthening of the overall PAU structure, with special focus on the establishment of the PAUWES Institute.

2. Objective

The objective of the junior national academic and student affairs consultant is:

- to provide support to GIZ senior academic affairs consultant in advising PAUWES in the fields of academic and student affairs
- to provide support to GIZ advisor on entrepreneurship and employability, and, advise senior entrepreneurship and employability consultant at PAUWES in the field of entrepreneurship, employability and overall career services
- to provide any requested administrative, organizational and logistical support to the GIZ team in Tlemcen in the fields of academic and student affairs, and, entrepreneurship and career services

3. Tasks

The junior national academic and student affairs consultant is expected to provide support in the following areas:

a. Academic Affairs

- a. Support the review and evaluation of the master thesis defence process
- b. Support the planning of the academic calendar of 2016/2017
- c. Support the accompaniment and backstopping of the short term lecturer recruitment process
- d. Support the preparation of the needs assessment for the improvement of curriculum and study programme structure, study rules and regulations
- e. Support the setting up of the process for course and professor evaluations
- f. Support the provision of the required input for operational planning in the field of academic and students affairs and support the organization of the operational planning meeting at PAUWES in November 2016
- g. Support the organization of small workshops with PAUWES staff as requested by the Senior GIZ Academic Affairs consultant (intercultural workshops, academic calendar planning, process and workflow improvement workshops, academic strategy creation workshop etc.)
- h. Support the set-up of the academic cooperation strategy
- i. Attend the weekly PAUWES-GIZ academic and student affairs meeting and provide a detailed report to the team after each meeting

b. Student Affairs

- a. Advise PAUWES in the development and planning of extracurricular and intercultural activities; support the drafting of concept notes and overall organization
 - b. Advise PAUWES on the required information for students, support the preparation and advise on the dissemination strategies of information. Advise PAUWES on the overall communication strategy with students
 - c. Support in the coordination and integration of activities with the University of Tlemcen
- c. Entrepreneurship, Employability and Career Services
- a. Support GIZ advisor on entrepreneurship and employability based in Addis Ababa, Ethiopia on the coordination with PAUWES in regards to any key activities
 - b. Support the local execution of any planned events in regards to career services
 - c. Support the gathering of information on the status quo in regards to the development and planning of career services at PAUWES
 - d. Support in any required research or input in regards to career prospects in the fields of water and energy in Africa
 - e. Support the evaluation and planning of internships
- d. Knowledge management and administrative support in the fields of operation outlined above
- support administrative documentation, processing, filing of documents
 - support the data collection and analysis, research, content development and required assessments
 - provide any requested administrative, organization and logistical support to the GIZ team in Tlemcen

4. Deliverables

- Data collection and document gathering in the areas of the above mentioned working packages
- Planning documents, assessments, process charts, concept notes in the fields of operation as described above and requested by the GIZ senior academic affairs consultant and advisor for employability and entrepreneurship
- Summary reports of each weekly PAUWES-GIZ academic and student affairs meeting
- Concept note for communication strategy for PAUWES with students
- Organization of small workshops at PAUWES (intercultural, academic calendar planning, process and workflow improvement workshop, academic cooperation strategy creation workshop and any other requested workshops by Senior academic affairs consultant)

5. Responsibilities

The consultant is responsible for the tasks and contents mentioned above. The consultant will work closely with the senior GIZ academic affairs consultant, prof. Eckhart Koch, as well as, with the GIZ advisor for entrepreneurship and career services, Kate Hack. The consultant will also advise PAUWES Director, prof. Abdellatif Zerga, and, senior consultant for employment and entrepreneurship activities Reda Allal. The consultant will report directly to the GIZ office responsible in Tlemcen, Algeria, Aiste Skardziute.

6. Reporting Requirements and Confidentiality

Any information obtained or reports produced during the performance of this assignment shall be strictly confidential and shall not be disclosed to unauthorized third parties without the prior written consent of GIZ. All intellectual property rights arising from any information or documents produced during the performance of this assignment shall belong exclusively to GIZ.

7. Requirements and qualifications

- Master of an institution of higher education in a specialty related to the objectives of the position (pedagogy, social sciences or other), preferably with a specialization in the field of training engineering. The doctoral degree is an asset.
- Demonstrated experience in project management and / or management of a university department; initial professional experiences in academic and student affairs are an asset (curricula development, recruitment, learning management system, scheduling courses and facilities, etc.);
- Excellent working knowledge of ICT and computer software (MS Office);
- Fluency (oral and written) in French and English; knowledge of Arabic and German are an asset
- Ability to work effectively in teams, intercultural and communication skills, analytical and synthetic capabilities, sense of discipline, organizational skills, adaptability to stress and high-volume work.

8. Place and Period of Assignment and travel

The contract will run from 01 November 2016 to 31 March 2017 with a maximum of 100 working days. The consultant will work at the GIZ office in Tlemcen, Algeria. Transportation between the GIZ office and PAUWES institute for the required meetings will be provided.

Please send your CV as well as a motivational letter to Ms. Fadia Abdelbari (fadia.abdelbari@giz.de).