

<b>Salary range: Band 3</b>	<b>Junior National Advisor in Academic and Institutional Affairs</b>
Direct supervisor :	Head of GIZ PAUWES Programme Office in Tlemcen

### **A. Field of responsibility**

The position holder is responsible for activities in the following focus areas:

- Institutional Affairs
- Academic Affairs and Programme Development

**Within this framework, the position holder will fulfil the following assignments:**

### **B. Assignments**

**Institutional Affairs:** Support the head of GIZ PAUWES Programme Office, financial officer and financial consultants in all financial, operational planning and related administrative matters

- Support any required financial advisory support for reporting, financial planning, financial management, etc.
- Support the strategic planning process with research, data collection and analysis
- Support general operational planning where and when requested including document updates, workshop organizations, workflow creation and updates etc.
- Support the data collection and analysis, research, content development and required assessments
- Support in all requested administrative activities including documentation, processing, updating and filing of documents
- Provide any requested organizational and logistical support to the GIZ team in Tlemcen
- Support in the organisation of events and workshops

**Academic Affairs and Programme Development:** Support the International Advisor on Academic Affairs in all matters related to academic planning, programme development and quality assurance. In detail, this comprises the following tasks:

- Support in the field of academic planning and implementation processes: academic calendars, student, short term lecturer and professorial recruitment processes, teaching planning, student affairs processes
- Support in the field of academic quality assurance: improvement of curriculum and study programme structure, introduction of quality assurance as well as monitoring and evaluation processes, development of rules and regulations, quality measures in programme development
- Support strategy development processes regarding academic affairs: academic cooperation strategy, strategy for programme development and expansion
- Advise PAUWES in the development and planning of extracurricular and intercultural activities; support the drafting of concept notes and overall organization
- Advise PAUWES on the communication strategy with students and its execution.
- Support in the coordination and integration of activities with the University of Tlemcen
- Support the coordination and advisory of entrepreneurship and employability activities under the directive of the entrepreneurship and employability GIZ advisor based in Addis Ababa
- Support the organization, execution and documentation of the related meetings, events, conferences and workshops as well as general reporting activities in the field

### **Institutional Affairs**

- Support in any required financial advisory support for reporting, financial planning, financial management, etc.
- Support general operational planning and management

- 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
- Support in the organisation of events and workshops

### **C. Qualifications, skills and requirements**

#### **Qualification**

- Master of an institution of higher education in social sciences, ideally in international economics, education or international development
  - International professional or educational experience

#### **Professional experience**

- Demonstrated working experience in international organisations
- Demonstrated working experience in financial and administrative management
- Initial professional experiences in Africa or Africa related projects

#### **Other knowledge and skills**

- Excellent working knowledge of ICT and computer software (MS Office);
- Fluency (oral and written) in English, French, and Arabic
- 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.

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