

For our Team in Tlemcen, Algeria, we are seeking the support of a full-time

Programme Officer (male/female) for the Masters of Science Programme in Energy (Engineering and Policy) at the Pan African University Institute of Water and Energy Sciences (including Climate change) - PAUWES

Field of activity

The Pan African University Institute of Water and Energy Sciences (including Climate Change) (PAUWES) was called into existence by the African Union Commission. It was established as a knowledge and science hub of the Pan African University (PAU) and is hosted by the University of Tlemcen in Algeria. PAU is guided by the vision of an Africa managed by its own citizens and acting as a dynamic force in the international arena.

PAUWES offers four graduate programmes, 2 Masters of Science in Water (Engineering track and Policy track) and 2 Masters of Science in Energy (Engineering track and Policy track) aiming at training top students to become engineers and policy analysts, able to address Africa's most pressing development challenges.

Germany is supporting the African Union (AU) in the establishment of the Pan African University (PAU), as a continental network of science and technology institutes.

Your tasks

As the Programme officer for Energy Programmes, you will be responsible for the development, the quality assurance and the follow-up of the academic affairs in this field.

You will be working full time at PAUWES (Tlemcen, Algeria), report to the Deputy Director of the Institute and work closely with a team of Algerian and international experts.

Your main tasks will be as follows:

- **Curriculum development**
 - Organise the curriculum review in your field of expertise
 - Contribute to the enhancement of the curriculum planning
 - Guarantee the delivery of courses according the quality standards set in the canevas of each programme
 - Organise the scientific aspects of Master thesis and internships for the students
 - Support the integration of E-learning and new technologies
 - Organise academic/scientific activities with the students
- **Quality assurance**
 - Collect and analyse students' evaluation
 - Provide feedback to the lecturers
 - Facilitate the improvement of the teaching quality in reviewing syllabi and pedagogical material developed by the lecturers
 - Provide feedback to the lecturers' selection committee
- **Academic development**
 - Participate in the Institute's efforts to develop a research agenda and a Ph.D. programme

- Contribute to the organisation and participate in national and international cooperation programmes involving the public and/or private sectors, especially with German Higher Education Institutions

As the capacity and institutional development of PAUWES is in progress, we expect the Programme officer to be flexible regarding the responsibilities and tasks that might arise and to adapt to changing processes and circumstances.

Your profile

You should be employee at the University of Tlemcen in full time and hold at least a PhD in Energy Sciences and have a substantial track-record in working within higher education settings (at least 3 years). During your professional career, you have successfully managed projects, organized events, engaged with social and professional networks for collaborative capacity building. Competences in management and coordination shape your professional profile.

As an individual, you should be able to work in a cross-cultural environment and engage with diversity effectively. You are characterized by your intercultural, diplomatic and strategic skills. You are highly flexible and resilient under pressure.

We expect candidates to have a proficiency level in English and French, Arabic is an asset.

Assignment period

Full-time position from 12.02.2017 to 31.12.2017

What we offer you

Basic salary paid by the Algerian Ministry of Higher Education (through University of Tlemcen) and Top-up paid by the African Union Commission (through the Institute)

Application and contact information

Detailed CV and cover letter to be sent to career.pauwes@gmail.com until February 4th, 2017