



RÉPUBLIQUE
TUNISIENNE

MINISTÈRE DE L'ENSEIGNEMENT SUPÉRIEUR
ET DE LA RECHERCHE SCIENTIFIQUE



European Commission,
Education, Audiovisual and Culture
Executive Agency

National Erasmus+ Office in Tunisia (NEO)

Recruitment of the Coordinator

Background

Erasmus+ is the European Union programme for the period 2014-2020 supporting education, training, youth and sport. Built on the experience of previous programmes in these fields, it aims at boosting skills and employability, as well as modernising Education, Training, and Youth work in the EU and in its partner countries all over the world supporting projects, partnerships, mobility and dialogue. Erasmus+ includes a strong international dimension notably in the fields of higher education and youth.

The National Erasmus+ Offices (NEO) assist the European Commission, the Education, Audiovisual and Culture Executive Agency (EACEA), and the Partner Country authorities concerned in the implementation of the Erasmus+ Programme. Their mandate includes promotion, support, monitoring and dissemination activities related to the international dimension of Erasmus+ actions in higher education (Credit Mobility, Erasmus Mundus Joint Master Degrees, Capacity-building Higher Education, Jean Monnet).

For additional information on Erasmus+, please consult:

http://ec.europa.eu/programmes/erasmus-plus/index_en.htm

Recruitment of a local coordinator for the National Erasmus+ Office in Tunisia (NEO)

The Erasmus+ Programme is managed by the European Commission with the support of its Executive Agency (EACEA) in Brussels.

The Tunisian Ministry of Higher Education, the EU Delegation in Tunisia and the Executive Agency (EACEA) are launching a procedure to recruit a new local coordinator for the NEO.

Start date for Employment: 01/04/2018

Salary: 2.500 Euros gross monthly salary. Please note that the salary will be paid in the national currency.

Workload: Full time position (not to be combined with other permanent assignments)

Location: Tunis

Description of the post: The successful candidate will be responsible for the implementation and coordination of the following activities:

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Slim Khalbous

Promotion, information and follow up of Erasmus+ and other relevant EU programmes (as Intra-African Mobility Scheme, Maria Skłodowska-Curie Action): inform the higher education institutions and all other interested parties about developments regarding EU programmes of interest to the higher education field; organise information days and training sessions; update and maintain a website on upcoming calls for proposals, promotion material and activities, etc.

Advice and support to potential applicants at local level interested to apply for Erasmus+ in the field of higher education; provide assistance to find partners, help and support in understanding the application process and forms.

Project monitoring: Establish and maintain contacts with grant holders in Tunisia; follow-up and monitor on-going projects in Tunisia and timely report to EACEA, to the Ministry of Higher Education and Scientific Research and the National Agency for Research Promotion; provide advice and assistance to grant holders on administrative and fiscal matters in Tunisia (e.g. tax, customs, purchase of equipment, etc.) as well as on the grant agreement provisions and visa arrangements; follow-up the sustainability of completed projects; support the dissemination of project results.

Follow up of higher education issues: Follow the activities of the Erasmus+ Higher Education Reform Experts (HEREs); draft briefing papers and notes, as well as reports on the implementation and progress of projects in which the higher education institutions in Tunisia are involved.

Administration of the NEO: Organize and manage the Erasmus+ Office in full respect of the NEO Code of Conduct and terms of reference. Manage the technical and administrative staff; establish the rules and procedures for the functioning of the office; monitor the NEO budget and follow up financial issues; use the resources available for a proper functioning of the NEO; represent the Erasmus+ programme towards the Ministries, universities and external stakeholders; support the team of Higher Education Reform Experts (HEREs); draft NEO implementation reports.

Coordination: Cooperate and closely liaise with the Executive Agency (EACEA) and the European Commission (2-3 coordination meetings per year in Brussels); establish effective working relations with the other NEOs in partner countries and Erasmus+ National Agencies in the Erasmus+ programme countries¹; collaborate with the local authorities and Ministries in the respect of respective competences of each entity; liaise with other bodies, donors and organisations operating in higher education.

Requirements for the post

University PhD degree;

Professional experience in international organisations/environment;

At least 10 years of relevant working experience in Higher Education;

Experience in the preparation, management and/or evaluation of projects, preferably in the field of Higher Education;

Excellent analytical, presentation and reporting skills

Excellent language skills: oral and written fluency in English, French and Arabic

Leadership, team spirit, commitment as well as a strong sense of initiative;

Readiness to travel inside and, occasionally, outside Tunisia.

Other experience to be considered:

Experience in training and communication;

Good computer literacy (word, excel, power point);

How and Where to apply

¹ Erasmus+ programme countries refer to the 28 EU Member States and any other countries that has signed an agreement with the European Commission in order to become a country participating in full in the programme; for the time being these countries are Iceland, Norway, Liechtenstein, Turkey and the Former Yugoslav republic of Macedonia

Motivation letter and CV should be written in English and sent to the following email address:
EACEA-EPLUS-CBHE@ec.europa.eu

Applicants should use the European Curriculum Vitae Format, which can be downloaded from
<http://europass.cedefop.europa.eu>

Please mention the following in your email subject title: "Application – NEO Tunisia"

Deadline for applications: 15 February 2018, midnight Brussels time

An acknowledgement of receipt will be sent to each applicant.

Interviews planned: March 2018

Selection Procedure

The selection of the candidates will be carried out by a Selection Committee composed by representatives of the Ministry of Higher Education in Tunisia, the EU Delegation in Tunisia and the Education, Audiovisual and Culture Executive Agency (EACEA).

The selection will be organised according to the following steps:

1. EACEA will draft the list of eligible candidates (possessing the requested degree and the requested professional experience);
2. The Selection Committee will establish a shortlist of candidates for interviews and written test (English);
3. The shortlisted candidates will be assessed in their English drafting skills (1 hour) and pass an interview (about 30 minutes) with the Selection Committee in order to evaluate competences, specialist knowledge and motivation required to perform the duties;
4. The Selection Committee will propose the name of the candidate to be confirmed jointly by the Ministry of Higher Education, the EU Delegation and the Executive Agency.

In addition, a reserve list of additional candidates will be established.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

**The European Commission and the Ministry of Higher Education and Scientific Research
apply a policy of equal opportunities**



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