

Career Services Officer

Employability and Entrepreneurship activities at the Pan African University Institute of Water and Energy Sciences – PAUWES Tlemcen, Algeria

1. Context: The Pan African University Institute of Water and Energy Sciences, including Climate Change (PAUWES)

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 to exemplify excellence, nurturing quality, enhance the attractiveness and global competitiveness of African higher education and research and establish an African University at the core of Africa's development. The 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.

In 2008, the African Union Commission presented the proposal on the establishment of the PAU. On December 2011, the PAU was officially launched in Addis Ababa. PAU is envisaged as an academic continental network of higher education institutes of excellence for postgraduate studies and advanced research at the core of Africa's development. The impact of PAU will ultimately counter brain drain through the improvement of quality higher education as well as the employability of its graduates.

The four institutes of the Pan African University are hosted in different regions of Africa and are supported by the so-called Key Thematic Partners (KTPs). Germany is the KTP for the PAU Institute of Water and Energy Sciences (including Climate Change) - PAUWES – hosted by the Abou Bekr Belkaid University of Tlemcen in Algeria.

The PAUWES first master courses (one in the field of water and one in the field of energy science) commenced in October 2014. Since then, the Institute has committed to continuous growth of its academic programmes. The fourth academic year in September 2017 counted 70 students of the that come from 30 different countries. Besides the engineering tracks in water and energy, PAUWES also opened the policy tracks in both fields.

Alongside academics, one of PAUWES' aims is to empower its students and capacitate them with the soft skills needed to become employable graduates. In addition, to be able to contribute to the development of Africa in line with the AU's Agenda 2063 in the field of Water and Energy, PAUWES would like to train its students to become resilient and inspiring leaders and change-makers. Therefore, PAUWES is requiring more support in the field of Employability and Entrepreneurship to set up relevant activities, support and programs. Within the afore mentioned fields, PAUWES organizes several curricular courses (Entrepreneurship, Project Management) and has held several programs and workshops to boost students' leadership skills and employability. The institute hosted Careers Days, a set of workshops on finding jobs in all sectors of water and energy in Africa; a Leadership Program delivered by external specialized consultant; and an Entrepreneurship Day where speakers from all over African continent joined to inspire students to take actions on their future and that of Africa. PAUWES students participate in career internships after the first year of their masters and in research internships within the framework of their masters theses. For the future, a PAU Entrepreneurship Hub is currently being planned.

To compliment and strengthen the above initiatives, PAUWES seeks to build its career services capacities that can take charge of employability and entrepreneurship events, and continuously improve and expand the offer.

2. Objectives and Scope of the Position

The career services officer will be in charge of building the career services department at PAUWES together with the career services coordinator they will support the implementation of the previously developed career services strategy, support the students in terms of career paths and placement finding, and developing partnerships with the practice world.

The career services manager as well as the career services officer will work closely with the PAUWES Private Sector Coordinator and help him to implement the PAUWES Employability and Entrepreneurship Strategy on the field.

3. Responsibilities

The careers services officer has the following responsibilities:

1. Students' Employability
 - a. Maintain and propose updates for the Careers Services and Employability Strategy
 - b. Implement the career strategy developed by the PAUWES Private Sector Coordinator and the previous consultancies
 - c. Conduct yearly labour market analysis to compare the need for skills vs. the skills that PAUWES students are graduating with
 - d. Documentation of all procedures and steps taken
2. Company Outreach
 - a. Key point of contact to establish relationships with employers to hire PAUWES graduates.
 - b. Work closely with the PAUWES communication officer to develop a comms strategy around career services activities and maximise the outreach to the different industries players
 - c. Organise career fairs, Entrepreneurship Day, and other related events at PAUWES
 - d. Implement the entrepreneurship strategy developed by the PAUWES Private Sector Coordinator and previous consultancies
 - e. Working together with the PAUWES private sector coordinator to develop a partnership strategy and building partnerships with key players in the fields of water and energy
3. Curriculum
 - a. Utilize feedback from companies to propose changes in PAUWES training and/or recruitment
 - b. Develop/maintain a PAUWES skills map
4. Graduates and Alumni
 - a. Lead outreach and maintain statistics on all PAUWES alumni
 - b. Together with the career service coordinator, conduct tracer studies
5. Statistics and Documentation
 - a. Maintain accurate statistics on all current PAUWES students and alumni on employment and career tracks
 - b. Collect students information and put together the Class Profile (for the fresher's), and Graduation Booklet (for the graduating students)
6. Career Services
 - a. Oversee and ensure the smooth running of the Career Services office at PAUWES
 - b. Support student to identify relevant positions, and also in terms of CV and cover letter writing

7. Any additional task agreed upon with the PAUWES Director, the PAUWES Private Sector Coordinator and Management team

4. Requirements

- a) University degree in business and entrepreneurship studies, energy sciences, water sciences, engineering or related fields.
- b) Experience in working with academic settings in a direct-student engagement context
- c) At least 3 years of relevant work experience in private, public, or third sectors.
- d) Fluent in both English and French (spoken and written)
- e) Motivated individual with versatility skills, able to work in a fast paced and challenging environment of a newly established institute.
- f) Enthusiastic to support a new unit within PAUWES related to career services and entrepreneurship activities that is being created from the ground up.
- g) Capacity to work in a fast pace environment and with tight deadlines
- h) International experience is an advantage

5. Place, Length and Salary of the position

The position will be based at the level of PAUWES institute in Chetouane, Tlemcen, Algeria.

The one-year contract will start on 15.10.2018 with a possibility of renewal, with a net salary of 100.000 DA per month.

6. Application

Applicants shall send the following documents to **jobsatpauwes@gmail.com** to be eligible for an interview for this position (all documents need to be submitted in English):

- a. Cover letter (1 page)
- b. Curriculum Vitae (CV, 2 pages max.)
- b. List of projects you implemented or assisted-in creating in the previous positions, (recommended*: video of entrepreneurship events, webpages, social media coverage, or press releases)

Deadline: Please note, all documents must be submitted by 30.09.2018