

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

Programme Coordinator (male or female) for the MSc Programme in Climate Change (Technical 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 six graduate programs: two Masters of Science in Water (Engineering track and Policy track), two Masters of Science in Energy (Engineering track and Policy track), and two Master of Science in Climate Change (Technical track and Policy track), aiming to train top students to become engineers and policy analysts, able to address Africa's most pressing development challenges.

Your tasks

As the Programme Coordinator for the MSc in Climate Change, you will be responsible for the development, the quality assurance, and the tracking of the academic affairs in this field.

You will be working full time at PAUWES (Tlemcen, Algeria), reporting to the Director of the Institute and his deputy, and working 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.
- Guarantee the delivery of courses according to the quality standards set in the curriculum of each programme.
- Organise the scientific aspects of the master's thesis and internships for the students.
- Support the integration of e-learning and new technologies.
- Organise academic and scientific activities with the students.

Quality assurance

- Collect and analyse the evaluations of the students.
- Provide feedback to the lecturers.
- Facilitate the improvement of the teaching quality by reviewing the syllabus 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.

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

Your profile

You should have a PhD in Water Sciences, geoscience, earth science, hydrological sciences, or law and political sciences and at least three years of experience working in higher education. During your professional career, you have successfully managed projects, organised events, and engaged with social and professional networks for collaborative capacity building. Competencies 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 characterised 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 beginning **February 19th, 2023**. The contract is renewed based on performance.

What we offer you

Basic salary paid by the Algerian Ministry of Higher Education (through the University of Tlemcen) and top-up equivalent to 500 USD paid by the African Union Commission (through the Institute)

Application and contact information

A detailed CV and cover letter must be submitted to jobs@pauwes.dz until **5th February 2023**.

