



VACANCY ANNOUNCEMENT

PAUWES – MDE Project Manager Assistant

Reference Number: 2020/GESCI/PAUWES-MDE/PMA

Applications to: pauwes-mde@pauwes.dz

Closing Date: 6th April 2020

Duty station: Tlemcen, Algeria

The Pan African University Institute for Water and Energy Sciences (including Climate Change) (PAUWES)

PAUWES is hosted at the University of Tlemcen, Algeria. The institute is part of the Pan African University – a project initiated by the African Union to revitalize higher education and research in Africa. It is a project that exemplifies excellence, enhances the attractiveness and global competitiveness of African higher education and research, and establishes the Pan African University at the core of Africa’s development as part of a broad, integrated system of higher education across the African continent.

The PAUWES is hosted at the University of Tlemcen in Algeria and gathers excellent know-how to tackle the challenges faced in different African countries with regards to water, energy and climate change. In its core mandate to enhance the development of programmes in the areas of water, energy and climate change on the continent. PAUWES capitalizes on the youth potential and the development of their capacity and skills through education leading to entrepreneurship and the creation of start-ups, fostering therefore employability on the continent. For more information please visit www.pauwes.dz.

GESCI

The Global e-Schools and Communities Initiative (GESCI) is an international non-profit organization founded on the recommendation of the United Nations Task Force on Information Communication Technology (ICT). GESCI is an accredited online training provider specialized in developing curricula and skills development programme leading to entrepreneurship. It envisions to have a world with widespread

use and integration of digital technologies to achieve higher level of inclusiveness and equality, making use of efficient ICT in the provision of different services including ICT based skills development for youth enterprise and employment. For more information visit: www.gsesci.org

The PAUWES – MDE Programme

The PAUWES Mini Grid, Digitalization and Entrepreneurship programme ([PAUWES-MDE](#)) is an Online Post-graduate programme implemented in the frame of the Transforming Energy Access Learning Partnership (TEA-LP) which supports universities to develop multidisciplinary and well-rounded curricula for postgraduate students with a view to bridging existing skills gaps in the Sub-Saharan Africa energy access sector.

PAUWES-MDE is being developed in collaboration with the Global e-Schools and Communities Initiative (GESCI), and aims to strengthen youth's capacity on the continent with innovative business ideas in the mini-grid sector with technical and entrepreneurial skills for the creation of smart microgrid businesses and start-ups in Africa. It integrates actors, stakeholders and specificities of innovation and entrepreneurship ecosystems in the continent (Tech-Hubs, Fab-Labs/Makerspace, Mentoring and Business Angels, Pitch, Competition, etc.) with strengths of higher education systems geared toward skills and competences for the setup of start-up in a flexible and agile manner.

Responsibilities:

Under the authority of the Director of PAUWES and direct supervision of the Project Manager at PAUWES and GESCI, the Project Manager Assistant will be responsible of the implementation and coordination of the different activities for the successful development of the programme.

The successful candidate will be entrusted with the following tasks:

- Manage and monitor the implementation activities of the project (Course development, accreditation and deployment, marketing, communication, business plan, etc.), working closely with all project team members to ensure high-quality work on time including monthly reports and submission of timesheets
- Oversee and coordinate interactions with the instructional designer and experts providing content for the design and development of the syllabi and eLearning courses of the programme
- Planning and monitoring finances and budget of the project ; Support the preparation of activities and financial reports in accordance with the terms and conditions of donor
- Liaise with the different partners from the private sector and from the entrepreneurship ecosystem particularly in the renewable energy sector to set-up a pool of mentors including venture capitals, entrepreneurs, etc., to support the students during and after the programme
- Support the implementation of the virtual incubator platform of the programme based on the established pool of mentors and building on the PAUWES Online Community of Practice platform

- Ensure regular consultations with different stakeholders in the renewable energy sector on the continent to ensure the compliance of the programme learning outcomes with respect to the actual need of the market, with at least organizing one workshop
- Interact with African Education Institutions for the establishment of the Learning Alliance of the project
- Take up related duties as required.

Qualifications and Experience:

Education: Master degree in Renewable Energies, Environmental Sciences, Engineering, or other relevant fields.

Experience:

- Working experience with a minimum of three (3) years in Renewable Energy preferably in and international and multi-cultural environment
- Strong didactical skills and teaching experience in academic institution at university level. eLearning experience will be considered as an asset
- Experience in project administration and financial management
- Excellent oral and written communication skills in English and French
- Ability to work independently and maintain effective working relationships with people of different national and cultural backgrounds across different physical locations
- Strong interpersonal skills demonstrated by the ability to work in a multicultural, multi-ethnic environment with sensitivity and respect for diversity

Remuneration:

Remuneration will be commensurate with the qualifications and experience of the successful candidate.

Duration of Contract:

The successful candidate shall work for a period of twelve (12) months with possible extension.

This is a locally recruited position; no relocation expenses or allowances apply.

Suitably qualified women candidates are particularly encouraged to apply.

Starting Date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications, via email to pauwes-mde@pauwes.dz and must include the following:

- A cover letter stating how the applicant's qualifications and experience match the requirements of the position
- A Curriculum vitae
- Contact information of three (3) referees.

Please use **"PAUWES-MDE Project Manager Assistant"** as the subject of the email and merge all application files in a single PDF file named using the following format: **[LAST_NAME]_2020_PAUWES-MDE_PMA**