

Tempus Office in Albania

Recruitment of the local coordinator

Background

Tempus is the European Union's Programme which supports the modernisation of higher education in the regions of Eastern Europe, Central Asia, the Western Balkans and the Mediterranean area, mainly through university cooperation projects.

It also aims to promote voluntary convergence of Partner Country higher education systems with EU developments in the field of higher education such as the [Europe 2020 agenda](#), the [Strategic framework for European cooperation in education and training \(ET 2020\)](#) and the [Bologna process](#). In addition to institutional cooperation Tempus also promotes a "people to people" approach.

The specific objectives of Tempus are as follows:

- To promote the reform and modernization of higher education in the Partner Countries;
- To enhance the quality and relevance of higher education to the world of work and society in the Partner Countries;
- To increase the capacity of higher education institutions in the Partner Countries and the EU, in particular their capacity to co-operate internationally and to continually modernise, and to assist them in opening up to society at large, the world of work and the wider world in order:
 - to overcome inter-country fragmentation in the area of higher education and inter-institutional fragmentation in countries themselves;
 - to enhance inter-disciplinarity and trans-disciplinarity between university faculties;
 - to enhance the employability of university graduates;
 - to make the European Higher Education Area more visible and attractive in the world;
- To foster the reciprocal development of human resources;
- To enhance mutual understanding between peoples and cultures of the EU and the Partner Countries.

The fourth phase of the Tempus programme is running over the period 2007 to 2013.

For additional information regarding Tempus, please consult the web site:

<http://eacea.ec.europa.eu/tempus>

Recruitment of a local coordinator for the Tempus Office in Tirana

The Tempus programme is managed by the Education, Audiovisual and Culture Executive Agency under the mandate of the European Commission.

The formal responsibility for supervising the activities of the Tempus Programme lies with two Directorates General (DG) of the European Commission, namely EuropeAid and DG Enlargement. DG External Relations and DG Education and Culture are also associated with the implementation of the Tempus Programme.

The Education, Audiovisual and Culture Executive Agency (EACEA) is launching a procedure to recruit a new local Tempus coordinator in Albania.

A contract will be signed to cover the period until the 31st of December 2013 (to be confirmed).

Date of recruitment: 1 January 2011

Salary: to be negotiated

Workload: preferably full time position

Location: Tirana

Description of the post

The successful candidate will have the responsibilities in the implementation and coordination of the following activities:

- **Promotion, information** and follow up of the Tempus, Erasmus Mundus, and other relevant EU programmes: to inform the higher education institutions and all other interested parties about developments regarding EU programmes of relevant interest to the higher education field; organise Tempus Information Days and Tempus training sessions; update and maintain a website on Tempus projects/activities.
- **Provision of advice** to potential applicants interested to apply for Tempus and other EU programmes of interest to the field of higher education; provide assistance to find partners.
- **Selection of project proposals:** Participate in the consultation procedures during the selection process.
- **Project follow-up:** Establish and maintain contacts with grant holders in Albania and with other Tempus Offices in the EU and in Tempus partner countries; provide advice on the grant agreement to grant holders; assist grant holders on tax and customs related issues (purchase of equipment for the projects) as well as on visa arrangements; follow-up and monitor ongoing projects; follow-up the sustainability of completed projects; support the dissemination of project results;
- **Follow up of higher education issues:** Draft briefing papers and notes, as well as reports on the implementation and progress of Tempus funded projects and other EU programmes in which the higher education institutions in Albania are involved. Closely follow the activities of the Tempus higher education reform experts.
- **Administration of the Tempus Office:** Manage the proper functioning of the Tempus Office according to the rules established by the Grant Agreement; monitor Tempus Office budget and follow up financial issues; mobilise the resources for the office to work; represent the Tempus Office in relation to the Ministries, universities and external stakeholders.
- **Coordination:** Cooperate and liaise closely with the Executive Agency (EACEA), the other Tempus Offices and the European Commission; liaise with other bodies and organisations operating in higher education; liaise with other donors active in the field of higher education.

Requirements for the post

- University degree
- Good knowledge of the international environment and the academic world, in particular in the EU context
- Good knowledge of academic world in Albania
- Good understanding of the higher education sector and the developments taking place in the region
- Previous experience with international project management and knowledge of project cycle management
- Excellent communication skills; fluency in Albanian and English (oral and written). Other language skills will be considered an asset.
- Leadership, team spirit, commitment as well as a strong sense of initiative
- Excellent analytical, presentation and reporting skills
- Ability to work independently
- Good computer literacy (word, excel, power point)
- Preparedness to travel both inside and occasionally outside Albania

How and Where to apply

The Education, Audiovisual and Culture Executive Agency invites candidates who can demonstrate the required skills and experience to present their application.

Applications should be submitted by e-mail to EACEA-p10@ec.europa.eu (with title "NTO ALBANIA"), including a letter of interest and a detailed CV in English using the European Curriculum Vitae Format, which can be downloaded from <http://europass.cedefop.europa.eu>

Please do not send any other documents.

Deadline for the submission of applications: **16 July 2010 at 17h00** Central European Summer Time (Brussels time).

All candidates will be informed about the results of the selection.

Selection Procedure

The selection of the candidates will be carried out by a selection committee composed by representatives of the European Commission, the Ministry of Education in Albania and the Executive Agency (EACEA) and an external expert.

The selection will be organised in two steps:

- 1.** The selection committee will analyse the motivation letter and CVs of eligible applicants on the basis of which it will prepare a short list for interviews;
- 2.** The selection committee will hold interviews with the persons short listed in order to assess the candidate's suitability to perform the duties, specialist knowledge and motivation.

The selection committee will then propose the name of the candidate to be designated by the Albanian National Authorities and approved by the EU Delegation.

In addition, a reserve list of additional candidates may 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 applies a policy of equal opportunities.