



VACANCY NOTICE

2 units in charge of the management of mobility exchanges of University students and staff

Position: Assistant Project Manager, full-time

Field of Work: Internationalisation of Higher Education, Mobility exchanges

Closing date: November 10th, 2024

Expected start date: November 25th, 2024

Please note that only suitable candidates will be invited for an interview within November 15th, 2024.

1. Background

Since 2015, Erasmus+ has offered mobility opportunities beyond Europe through the Erasmus+ International Credit Mobility (ICM) Programme.

Supported by the European Commission, the Erasmus+ ICM Programme promotes the implementation of mobility projects outside the EU, in line with the strategy for the internationalisation of higher education institutions.

With reference to the Mediterranean region, the Erasmus+ ICM plays a key role because the exchanges can increase cultural understanding between the two shores of the Mediterranean and contribute to a climate of tolerance and security.

UNIMED has participated in the programme since its beginning in 2015 and it has supported and continues to support projects and initiatives aimed at establishing a long-lasting relationship of mutual understanding and intercultural awareness, promoting the mobility and exchange of people, working as a bridge and creating a framework of cooperation to facilitate the exchange of students and staff.

UNIMED, through its mobilities projects, which target both the staff (administrative and academic) and students mobility from/to Southern Mediterranean, Western Balkan, Middle East and Sub-Saharan Africa countries for training, teaching and studying purposes, seeks to contribute to the internationalization process through quality attractiveness, innovation excellence and access equity in higher education institutions with the aim to create international partnerships and to the development of a Euro Mediterranean identity.



2. Core Functions / Responsibilities

The people in charge will be responsible for administrative, operational and relational tasks that are critical for the successful implementation of international mobility exchanges.

Here below are the core responsibilities of the people in charge:

1. **Liaison with Universities:** Establish and maintain effective communication with partner universities to coordinate mobility opportunities.
2. **Coordinate the mobility exchanges:** Plan, organize, and oversee student, academic, and staff exchange programs between the universities involved in the project, ensuring smooth and efficient process. In particular, the preparation and launch of the mobility work plan for students and teachers is foreseen.
3. **Facilitate the application process:** Assist participants in completing applications, submitting required documentation, and adhering to deadlines for the mobility program.
4. **Manage administrative procedures:** Provide support for the administrative tasks associated with mobility exchanges, such as visa procedures and logistics arrangements.
5. **Monitor and evaluate implementation of the activities:** Track the progress and outcomes of mobility exchanges, collecting feedback from participants and institutions to assess the program's success and areas for improvement.
6. **Budget management:** Assist in budgeting, financial management, and reporting of program expenses, ensuring funds are utilized efficiently and transparently.
7. **Ensure compliance with regulations:** Ensure all activities comply with the rules and regulations set by both the home and host universities, as well as international mobility agreements and frameworks.

3. Required Qualifications and Experience

Education

- A Master's Degree in a relevant field is required.



Experience

- Previous experience in the field of international cooperation and/or university cooperation.
- Previous experience with university international offices, orientation offices, international organisations, NGOs and/or EU institutions would be an asset.
- Candidates with previous experience in the management of mobility exchanges will be favored.

Languages

- Fluency in English and French (minimum level B2 of CEFR).

4. Contract Period

The contract covers a period of 18 months.

Scheduled starting date of the assignment: 25/11/2024

Scheduled finishing date of the assignment: 25/05/2026

5. Duty station

Palermo, Italy

6. Type of contract

Temporary full-time employment contract (40h per week) is foreseen.

The salary for the position will be determined based on the candidate's experience level.

8. How to apply

Applications must include:

- A CV;
- the Master's Degree certificate with final grade;
- A cover letter.

Deadline for receipt of applications: **November 10th, 2024**

Interested candidates are invited to submit their applications via email to: **unimed@uni-med.net**



The reference APPLICATION FOR MOBILITY SUPPORT must be clearly indicated in the email subject.

All applications will be treated confidentially and by respecting the privacy of the candidate.

9. Contact

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