

# **Terms of References for Academic Affairs Senior National Consultant**

## **I. About the Pan African University Institute of Water and Energy Sciences**

The Pan African University Institute of Water and Energy Sciences (including Climate Change) (PAUWES) is hosted by the University of Tlemcen, Algeria. The institute was founded by the African Union Commission (AUC) as part of the Pan African University: a network of higher education and research institutes launched by the African Union to revitalise higher education across the continent and establish centres of excellence in research and learning.

Five thematic PAU institutes established 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.

The PAU Master programmes are aimed at highly qualified graduates from across Africa, including the African diaspora. They are educated and trained to become future leaders, entrepreneurs, decision-makers and reformers in core areas (change agents) of the African continent.

The central rectorate of the Pan African University in Cameroon steers, manages and coordinates the academic and administrative affairs of PAU. The Human Resources, Science and Technology Department of the AUC is responsible for implementing the programme.

In partnership with the Algerian and German governments, PAUWES offers graduate students access to leading academic teaching, research and hands-on training in areas vital to the future of African development. Academic operations at PAUWES started in October 2014, with 26 students from 12 countries across the continent enrolled as part of the first cohort. In October 2017, 70 more students from 28 countries have joined the institute.

Until now, no long-term academic staffs has been recruited, teaching is fully covered by short term academic staff that comes to PAUWES to teach block courses. Because it relies only on flying faculty targeted on boarding of new teachers, coordinating, and standardising teaching methods and master thesis process is crucial for academic quality.

## **II. Objectives**

In order to improve the quality of teaching and the master thesis, it is of utmost importance to now focus on the implementation of the numerous concepts and process plans that have been developed (mostly by external consultants) at PAUWES. As to teaching, these include the careful fine-tuning and coordination of different lecture blocks including how these are interlinked, the relaunch of Moodle (LMS) and the communication with students as to academic affairs. Furthermore, teaching processes should be optimised, syllabi and the didactical approaches should be reviewed, the full integration of practice orientation into all aspects of teaching has to be assured, on-boarding and coordination of short-term lecturers (including monitoring and feedback before, during and after the lecture block) has to be implemented. Also, the summer schools with

German partners have to be coordinated. Special focus shall also be on the lab work that will be carried out by UoT faculty and the need for close cooperation of the practical courses with the respective short-term faculty. As to the master thesis, the key challenge now are the implementation of the available concepts and process descriptions and the close coordination and monitoring of the research guidelines, the guidance of students and supervisors, practice orientation and link to AUC challenges as well as the research internship and the building of close links for the Master thesis project with the professional sector for internship possibilities. The consultant will be working closely with the PAUWES Deputy Director and the two Master Programme Coordinators.

### **III. Tasks**

The national senior consultant for academic affairs will support the PAUWES Deputy Director in:

- Implementation of the measures to improve the quality, the didactics, the relevance and the practice orientation of the seminars and the master thesis in coordination.
- Coordinating with lecturers incl. the review of syllabi including monitoring and feedback before, as well as during and after the lecture block.
- Relaunching Moodle (LMS) and building a regular communication flow with students as to academic affairs
- Supporting the coordination of the lab work that will require close collaboration between the University of Tlemcen (UoT) and short-term lecturers.
- Ensuring the practice orientation in all aspects of teaching.
- Coordinating of the summer school with the German partners.
- Implementing the Master Thesis continuous improvement measures
- Supporting PAUWES in guiding students and supervisors throughout the thesis incl. the research internship.

### **IV. Deliverables**

Assessment report of quality improvement in both academic affairs and master thesis and programme execution based on findings of the consultancy. The report should also include recommendations for measures that can be implemented.

### **V. Place and Period of Assignment**

The contract will be running from November 1<sup>st</sup>, 2017 until April 30<sup>th</sup>, 2018 with a maximum of 130 working days. The consultant will provide his/her services at the PAUWES institute in Tlemcen, Algeria.

### **VI. Responsibilities and coordination**

The senior national consultant will build to a large extent on the already existing concepts and frameworks (and on some which are currently being developed by international consultancies commissioned by GIZ directly: (1) Academic Rules and Regulations, (2) Quality Standards, (3) Strategic Planning and (4) Organizational Development. The consultant will coordinate measures with the Director and the Deputy Director of PAUWES (focal point for academic affairs) and the GIZ Senior Advisor for Academic Affairs.

### **VII. Profile**

- PhD in a closely-related field
- A minimum of 7 years of experience in managing post-graduate programmes (incl. LMS)
- Knowledge of flipping the classroom and interactive teaching
- Excellent verbal and written communication in English and French (Arabic is an asset)

#### **VIII. Application Process**

Applicants shall send their technical offer (work method, mobilised skills and work plan), their financial offer (number of working days and honorarium requested) and their CV with the reference "Communications, Diversity, and Gender Balance" until October 25<sup>th</sup>, 2017 to the following email address: [jobsatpauwes@gmail.com](mailto:jobsatpauwes@gmail.com). All application materials must be submitted in English. The applicants selected through the pre-screening will be invited for an interview. The selection committee will take place on November 2<sup>nd</sup> (in person or via skype).