

Terms of Reference

Consultant for Employability and Entrepreneurship activities at the Pan African University Institute of Water and Energy Sciences – PAUWES

Tlemcen, Algeria

I. Context - The Pan African University

The Pan African University (PAU) is a continental initiative of the African Union Commission (AUC) to revitalize higher education and research in Africa. It is aiming to exemplify excellence, nurturing quality, enhance the attractiveness and global competitiveness of African higher education and research and establish an African University at the core of Africa's development. The thematic institutes will establish 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.

In 2008, the African Union Commission presented the proposal on the establishment of the PAU. On December 2011, the PAU was officially launched in Addis Ababa. PAU is envisaged as an academic continental network of higher education institutes of excellence for postgraduate studies and advanced research at the core of Africa's development. The impact of PAU will ultimately counter brain drain through the improvement of quality higher education as well as the employability of its graduates.

The four institutes of the Pan African University are hosted in different regions of Africa and are supported by the host countries and Key Thematic Partners (KTPs). Germany is the KTP for the PAU Institute of Water and Energy Sciences (including Climate Change) - PAUWES – hosted by the Abou Bekr Belkaid University of Tlemcen in Algeria. The institute receives grants and budget funds from the AUC, Algeria and Germany as a donor.

Alongside academics, one of PAUWES' aims is to empower its students and capacitate them with the soft skills needed to become employable graduates. In addition, to be able to contribute to the development of Africa in line with the AU's Agenda 2063 in the field of Water and Energy, PAUWES would like to train its students to become resilient and inspiring leaders and change-makers. Therefore PAUWES is requiring more support in the field of Employability and Entrepreneurship to set up relevant activities, support and programs. Within the afore mentioned fields, PAUWES organizes several curricular courses (Entrepreneurship, Project Management) and has held several programs and workshops to boost students' leadership skills and employability. The institute hosted Careers Days, a set of workshops on finding jobs in all sectors of water and energy in Africa; a Leadership Program delivered by external specialized consultant; and an Entrepreneurship Day where speakers from all over African continent joined to inspire students to take actions on their future and that of Africa. PAUWES students participate in career internships after the first year of their masters and in research internships

within the framework of their masters theses. For the future, a PAU Entrepreneurship Hub is currently being planned.

What is missing now is a stable and consistent unit within PAUWES that houses all these initiatives under one project management structure (career services) and can run these events and programmes on a regular basis and continuously improve and expand the offer.

As a very young institute with an ambitious and innovative agenda, PAUWES is a pioneer in its field in Algeria and needs to pave the way to achieve its goals. The institute is heavily dependent on entrepreneurial individuals who thrive at overcoming obstacles and enjoy setting up new structures in previously undefined territory.

Objectives

- 1) Coordinate with the PAUWES Private Sector Coordinator all processes and activities that foster partnerships with private and public sectors actors, local, African as well as international, in the field of energy and water and beyond;
- 2) Coordinate, facilitate, and implement all career and entrepreneurship activities at PAUWES designed by PAUWES 'staff, students and external parties and institutionalize project management and operational processes needed to establish a career services unit;
- 3) Organize and implement practice and entrepreneurship activities as well career oriented activities throughout the study program;
- 4) Prepare and guide the graduates into successful employment adequate to their level of study and relevant to their field.

II. Tasks

The senior national consultant on Employability and Entrepreneurship must comply with the following qualifications and requirements:

- 1) Coordinate with the Private Sector Coordinator all activities that foster partnerships with private and public sectors actors, local, African, as well as international in the field of energy and water**
 - a. Establish an overview on the existing private & public sector partnerships with PAUWES.
 - b. In line with the strategy of PAUWES, support in building and maintaining strategic relations with African and international private and public partners in the field of energy and water.
 - c. Secure long-term (3-5 years) agreements with companies and organizations for internship placements for PAUWES students

2) Coordinate, facilitate and implement all career and entrepreneurship activities at PAUWES implemented by PAUWES 'staff, students and external parties.

- a. Establish project management processes for all existing and new career and entrepreneurship activities at PAUWES and facilitate cross-cutting linkages to other key units at PAUWES involved, such as communications, student affairs, etc.
- b. Act as a coordinator and the focal person responsible for implementing Careers Services programs as well as Entrepreneurship and Employability packages.
- c. Implement activities geared towards career development for students, such as career events, workshops, lectures and excursions with the support from PAUWES staff, international partners, University of Tlemcen and other parties.

3) Organize and implement practice and entrepreneurship activities as well career oriented activities throughout the study program

- a. Coordinate with international partners and consultants on ways to integrate practice-oriented teaching methods into the curricular courses
- b. Organize surveys and feedback from employers on pertinence of soft skill development within the PAUWES curriculum
- c. Coordinate Career Internship placements for PAUWES students with international companies in the field of water and energy and liaise with Research Coordinator on his facilitation of the Research Internships.

4) Prepare and guide the graduates into successful employment adequate to their level of study and relevant to their fields (career Services)

- a. Support and organize a cycle of events with international partners aimed at facilitating the transition of students into career opportunities.
- b. Coordinate career coaching for PAUWES graduates through voluntary mentors and set up a systematic career coaching process based on lessons learned
- c. Support the operation of the Leadership Programme and coordination of external experts involved.
- d. Set up and implement alumni services for graduated students with the aim to trace their career paths and involve alumni in future activities of PAUWES
- e. Develop an overview (mapping) of existing youth employment programmes in Africa
- f. Develop and organize a communication strategy towards potential African employers and raise visibility of PAUWES
- g. Draft and implement a career services branch at the level of PAUWES

III. Profile

- a. Excellent university Master and/or PhD degree in business and entrepreneurship studies, energy sciences, water sciences, engineering or related fields
- b. Expert in setting up and managing career services and entrepreneurship activities with proven experience
- c. At least 5 years of relevant work experience in private or public sector
- d. Fluent in both English (spoken and written), working proficiency in French is an advantage.
- e. Motivated individual with versatility skills, able to work in a fast paced and challenging environment of a newly established institute.
- f. Enthusiastic to set-up a new unit within PAUWES related to career services and entrepreneurship activities that is being created from the ground up.

IV. Place and Length of the Mission

The consultants' work will be based at the level of PAUWES institute in Chetouane, Tlemcen, Algeria. The contract will run from **1st November 2017 and will last for six months.**

Application:

Applicants shall send the following documents to jobsatpauwes@gmail.com to be eligible for an interview for this position:

- a. Curriculum Vitae (CV) in English with the reference "Entrepreneurship Activities"
- b. Links to projects you implemented or assisted-in creating in the previous positions, (recommended*: video of entrepreneurship events, webpages, social media coverage, or press releases)
- c. A technical offer, including: work method, mobilised skills and work plan
- d. Financial offer, including: number of working days and honorarium requested

Deadline: Please note, all documents must be submitted by October 25th , 2017. Selection committee will take place on November 2nd , 2017.