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Job Posting Title

COORDINATOR (PAVEU)

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PAU / P5 / 05 / 03

Job Title

COORDINATOR (PAVEU)

Organization

PAN AFRICAN VIRTUAL AND E-UNIIVERSITY (PAVEU) PROJECT MANAGEMENT UNIT

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

The Pan African University (PAU) is a continental academic and research institution created by the African Union and whose strategic vision is the development of institutions for excellence in key areas of Science, Technology, Innovation, Humanities, Social Sciences and Governance, which would constitute the bedrock of an African pool of world class higher education.

As a central part of its refreshed strategic plan PAU will create a high quality technology enriched learning environment as an integral and indispensable part of its curriculum delivery strategy across all institutes and programs to enable wider access to current and future PAU programs across Africa, and, in time, see PAU become a leader in the application of educational technology across the continent.

The African Union has adopted its Agenda 2063, which is the continents collective vision and roadmap for the next 50 years. One of the aspirations of Agenda 2063 is the need to catalyze an Education and Skills revolution and actively promote science, technology, research and innovation, with the ultimate aim of building knowledge, human resources, capabilities and skills for Africa's future.

As the Open and Distance-learning (ODeL) arm of the the Pan African University (PAU) the Pan African Virtual and E- University (PAVEU) is one of AU's flagship projects that has been proposed for addressing the Agenda 2063 need for accelerating development of human capital, science and technology and innovation through increasing access to tertiary and continuing education in Africa by capitalizing on the digital revolution and

global knowledge; reaching large numbers of students and professionals in multiple sites simultaneously - anywhere, anytime; and by consolidating African initiatives and strategies on accelerated development of human capital; science, technology and innovation.

In seeking to achieve the PAU mandate and objectives, the African Union intends to strengthen its human resources on filling in all its vacant posts. Thus the Commission of the African Union invites applicants who are citizens of Member States for the post of COORDINATOR for Pan African Virtual and E-University (PAVEU) to be placed at the Pan African University Rectorate in Yaoundé Cameroon..

Department

1. Post:
Job Title: PAVEU COORDINATOR Project Management Unit
Grade: P5
Department: Human Resources, Science and Technology
Duty Station: Yaoundé Cameroon.
Number of Positions: 1

Project

2. Position Purpose:
To provide leadership in the development and implementation of an eLearning strategy for the Pan African University to enrich its programs and the student experience through the identification, evaluation, adoption and integration of effective technology enhanced teaching and learning (TEL). Also to build expertise and capacity in the application of educational technologies to deliver high quality online delivery programs' and facilitate the transfer of knowledge for future scaling and expansion of online delivery of programs in line with the objectives of AU Agenda - 2063; Furthermore to develop a detailed implementation plans including associated business, financial and project plans with short, medium and longer term objectives for the PAU ODeI arm.

Tasks

3. Major duties and responsibilities:
- i. Lead a specialist planning and educational technology team in the implementation of PAU ODeI strategy
 - ii. Oversee a detailed assessment of the current PAU e-technology environment including; hardware – (internet connectivity and broadband, servers and network capacity); e-learning software platforms (learning management systems; lecture capture technology; student e-portfolio systems and digital collection (library access) and develop recommendations on acquisition and access to enabling ICT infrastructure for PAU
 - iii. In consultation with the Rector, Vice Rector Academic and Student Affairs and Institutes' Directors develop a comprehensive e-learning strategy for PAU including a scheduling of priorities for progressive program enrichment and capacity for blended delivery, including fully online study
 - iv. Guide the implementation of PAU e-learning strategy in collaboration with Vice Rector Academic and Student Affairs, Institute Directors, Deputy Directors and Program Co-coordinators
 - v. Lead a detailed assessment of leading institutions and networks in the continent using advanced educational technology in blended and online learning modes including those with national and cross national reach. This analysis will capture comprehensive data on programs offered, gaps in provision program quality as well as capacity for scaling.
 - vi. Represent the e-learning interests of the PAU in regional and Pan African environments by building relationships and co-operation through collaborative grants and projects with leading institutions, private and public organizations and networks
 - vii. Oversee detailed analyses and planning and develop associated recommendations on long term

strategy for PAUVEU for submission to the PAU Management Team, PAU Senate and PAU Council.

- viii. Development of detailed implementation plans including associated business, financial and project plans to achieve the medium and longer term objectives for PAUVEU as approved by the PAU Council.
- ix. Assist with the process of on-going and systematic review and evaluation of the education technology and curricular innovation functional area as per the model adopted by the PAU including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.

Requirements

4. Qualification and Work Experience Required

- A minimum of a Doctor of Philosophy (PhD) qualification with expertise in Adult Education, Teaching and Learning, applied ICT or related fields, with an academic rank of Full Professor or Associate Professor
- A minimum of ten (10) years' experience working in higher education learning and teaching with demonstrated innovation in the adoption of educational technology in teaching methodology including ODeL.
- A minimum of five years' experience in an academic leadership position, preferably in the area of learning and teaching innovation.
- Familiarity with the AU and the PAU would be an added advantage.

Required Skills and Competencies

Functional Skills

- i. Ability to communicate effectively both orally and in writing, define problems, collect data, establish facts and draw valid conclusions; and effectively present information to management peers, the client base and relevant Boards.

Personal Abilities

- ii. Ability to identify issues, formulate plans and recommendations, in individual and team settings
- iii. Conscientiousness and efficiency in meeting commitments, observes deadlines and achieves results
- iv. Taking responsibility for incorporating gender perspectives and equal participation of women and men in all areas of work
- v. Excellent interpersonal and team building skills and ability to work in a multi-cultural environment,

Knowledge and Understanding

- i. Expert knowledge of contemporary developments and practice in higher education pedagogy and ability to innovate in a complex organizational setting.
- ii. Well-developed knowledge of African Higher Education system including knowledge of trends and developments in the ODeL landscape
- iii. Innovative in the adoption of educational technology in teaching methodology including ODeL.

6. LANGUAGE REQUIREMENT:

As PAU programs are delivered in English, proficiency in English is essential. Proficiency in French and one or several other African working languages would be an added advantage.

7. TENURE OF APPOINTMENT:

The appointment will be made on a fixed term contract for a period of two (2) years, of which the first six months will be considered as a probationary period. Thereafter, a further contract may be renewed at the discretion of PAU Rectorate subject to satisfactory performance and fund availability.

8. REMUNERATION:

The salary attached to the position is an annual lump-sum of US\$ 122,728.51 83, inclusive of all allowances for internationally recruited staff, and US\$107,663.96 inclusive of all allowances for locally recruited staff

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 19 August 2018.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resource Management

African Union Commission

Addis Ababa (Ethiopia)

Contract Type

Short Term

Employment Fraction

Full-time

Branch

PAU Yaoundé, Cameroon