



**External Publication of Job Posting**

**50540931**

**Job Posting Title**

Private Sector Coordinator

**Start Date**

18.06.2018

**End Date**

20.07.2018

**Reference Code**

PAU / 2018/ 04

**Job Title**

Private Sector Coordinator

**Organization**

The Pan African University (PAU) is a continental academic and research institution established by the African Union and partners, founded on the guiding principles of academic freedom, autonomy, accountability; quality assurance for strengthening existing African institutions at graduate and post-graduate levels. The PAU is intended to serve the whole continent, striving to achieve excellence and international partnerships in academic and research activities; gender parity and equality in all its university functions. The PAU also aims at promotion of African integration through the mobility of students, academic and administrative staff, collaborative research linked to the challenges faced by African countries. The PAU is considered to have an appropriate framework to enable the African Diaspora to contribute towards the development of higher education and research in Africa; promotion of inter-disciplinary and multidisciplinary research programs linked to policy making processes. To enable it to function in today's technology influenced economies, the PAU will promote productive linkages with the industrial sector for innovation and dissemination of new knowledge, make full use of Information and Communication Technologies (ICT) for pedagogy, research and management.

In realizing that employability is key to the students who have completed PAU programmes, it is equally important that linkages with the private sector and relevant industry are made in contributing to curriculum development and resource mobilization. It is with this ambition that the position of a private Sector Coordinator is required.

**Department**

Job Title: Private Sector Coordinator  
Level: P2  
Supervisor: Directors of the respective Pan African Universities  
Directorate: Human Resources, Science and Technology  
Duty Station: Pan African University Institutes in Nairobi, KENYA, Yaoundé CAMEROUN, and Ibadan,

### **Tasks**

Under the direct supervision of the respective directors of the Institutes, he/she will be responsible for the following:

- Provide Oversight and guidance to the project management unit of the PAU institutes on all matters pertaining to university-private sector linkage, Resource mobilization and internship/practical training;
- Establish relationships with top tier companies in the region and large private foundations for academic and technical support within the institutes.
- Foster university-private sector linkage and create an enabling environment for the business community to come and share their experience to the university students;
- Organize internships and experience sharing visits to industries/business organizations and firms so as to enable students acquire hands on practical training
- Organize workshop, symposia and seminars that bring together private sector actors and the university community to share experience and learn from one another;
- Develop proposals for resource mobilization by the institutes and follow up their implementations when approved.
- Prepare the annual work plan and budgets and quarterly stage plans
- Oversee the coordination and implementation of the activities as per the annual work plans and budget and provide report accordingly
- Take necessary actions to represent and promote the project internationally and maintain continued collaboration with partners relevant to the project
- Maintain and update a database of private sector partners, donors etc.
- Lead and/or Carry out Monitoring and evaluation of the internship/practical training components of the PAU Institute

### **Requirements**

#### **1. QUALIFICATIONS AND EXPERIENCE REQUIRED**

A university degree in Business/Economics, Finance/Economics or other relevant field with experience in higher education institution

Candidate should also have a practical experience on resource mobilization or fundraising with demonstrated work experience with private foundations and education linkages.

An advanced university degree (Masters or equivalent) will be an asset.

#### **2. PROFESSIONAL EXPERIENCE REQUIRED:**

Have at least 5 years of experience in program coordination preferably in higher education institutions. Have national, regional and/or international experience.

#### **3. OTHER RELEVANT SKILLS:**

- Demonstrate professionalism.
- Ability to undertake studies and analytical skills associated with good decision-making.
- Experience in planning, management, excellent interpersonal skills and ability to work in a multicultural environment
- Good communication skills
- Excellent report-writing skills
- Computer Skills

4. LANGUAGE REQUIREMENT:

Proficiency in one of the African Union working languages. Proficiency of one or several other working language (s) would be an added advantage.

5. TENURE OF APPOINTMENT:

The appointment will be made on short term contract for a period of one (1) year, renewable subject to satisfactory performance and deliverables, and budget

6. GENDER MAINSTREAMING:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

7. REMUNERATION:

The salary attached to the position is an annual lump-sum of US\$ (Ibadan, Nigeria US\$ 88,381.02) , ( Nairobi US\$ 78,600.96 ) ( Yaoundé80,801.70)

inclusive of all allowances for internationally recruited staff, and US\$ Ibadan, Nigeria US\$ 70,805.71) , ( Nairobi US\$ 63,640.03 ) ( Yaoundé 65,992.92) inclusive of all allowances for locally recruited staff.

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 20 July 2018.

Directorate of Administration and Human Resource Management  
African Union Commission  
Addis Ababa (Ethiopia)

***Contract Type***

Short Term

***Employment Fraction***

Full-time