

For our Team in Tlemcen, Algeria, we are seeking the support of a full-time

IT Officer (male/female) at the Pan African University Institute of Water and Energy Sciences (including Climate change) - PAUWES

Field of activity

The Pan African University Institute of Water and Energy Sciences (including Climate Change) (PAUWES) was called into existence by the African Union Commission. It was established as a knowledge and science hub of the Pan African University (PAU) and is hosted by the University of Tlemcen in Algeria. PAU is guided by the vision of an Africa managed by its own citizens and acting as a dynamic force in the international arena.

PAUWES offers four graduate programmes, 2 Masters of Science in Water (Engineering track and Policy track) and 2 Masters of Science in Energy (Engineering track and Policy track) aiming at training top students to become engineers and policy analysts, able to address Africa's most pressing development challenges.

Germany is supporting the African Union (AU) in the establishment of the Pan African University (PAU), as a continental network of science and technology institutes.

Your tasks

As the IT Officer, you are responsible for the development and the maintenance of the IT system and services.

You will be working full time at PAUWES (Tlemcen, Algeria), report to the Director of the Institute and work closely with a team of Algerian and international experts.

Your main tasks will be as follows:

- **Hardware**
 - Assess the needs of PAUWES team and recommend the purchase of necessary equipment (including technical specifications)
 - Participate to the purchase of the equipment in relation with the consultancy in charge of buildings' upgrade and equipment
 - Set-up the equipment (training will be provided if necessary)
 - Organise the maintenance and repair of the IT infrastructure (with a external consultancy if necessary)
- **Software**
 - Assess the needs of PAUWES team (staff, lecturers and students) and draft a action plan to meet the set objectives
 - Set-up and maintain a high quality internet connexion
 - Set-up and maintain an operational email service (including distance access)
 - Set-up and maintain other services according to the priorities set by the Institute's management (learning management system, knowledge management system, e-learning tools...)
 - Provide the Communication officer with the necessary tools and training when necessary (website, e-newsletter...)
 - Coordinate, when necessary, PAUWES IT developments with PAU IT Officer

As the capacity and institutional development of PAUWES is in progress, we expect the IT Officer to be flexible regarding the responsibilities and tasks that might arise and to adapt to changing processes and circumstances.

Your profile

You should be employee at the University of Tlemcen in full time and hold a Master degree in IT Engineering and have at least 2 years experience in working in IT (system and services). A previous experience within higher education sector is an asset.

During your professional career, you have successfully developed and implemented projects in autonomy. Competences in project management shape your professional profile.

As an individual, you should be able to work in a cross-cultural environment and engage with diversity effectively. You are characterized by your analytical and communication skills. You are highly flexible and resilient under pressure.

We expect candidates to have proficiency level in English and French, Arabic is an asset.

Assignment period

Full-time position from 12.02.2017 to 31.12.2017

What we offer you

Basic salary paid by the Algerian Ministry of Higher Education (through University of Tlemcen) and Top-up paid by the African Union Commission (through the Institute)

Application and contact information

Detailed CV and cover letter to be sent to career.pauwes@gmail.com until February 4th, 2017