



National Erasmus+ Office – Lebanon

Recruitment of a Project Assistant

The National Erasmus+ Office (NEO) - Lebanon is established between the European Commission in Brussels represented by the Education, Audiovisual and Culture Executive Agency (EACEA) and the Lebanese Association for Inter-university Cooperation (LAIC) with the aim of implementing the EU Erasmus+ programme in Lebanon. NEO Lebanon contributes to improving the awareness, visibility, relevance, effectiveness and impact of the international components of the Erasmus+ programme and to its promotion and dissemination in Lebanon. For further information about the NEO Lebanon visit the website www.erasmusplus-lebanon.org.

In the implementation of its activities, the NEO Lebanon intends to appoint a Project Assistant to carry out the tasks described below.

Tasks and responsibilities

The Project Assistant will perform the following tasks:

- Providing information about Erasmus+ programme.
- Drafting reports on the activities implemented by the NEO and its team of Higher Education Reform Experts (HERE).
- Preparing studies, analytical/ statistical reports, etc. related to higher education (and possibly to other levels of education if relevant) as may be required.
- Making necessary arrangements for conducting the field monitoring visits to all types of running projects (date, correspondence, venue, prepare file, etc.) and participation in the visit.
- Attending, if necessary, specific training, conferences, seminars related to the Erasmus+ programme to improve NEO staff knowledge and to raise awareness among institutions and stakeholders involved in the Programme.
- Providing support for translation of Erasmus+ related documents.
- Constructing database of projects and staff and updating this regularly.

In addition, other horizontal tasks might be required including:

- Arrangements to hold the Erasmus+ information and promotion events.
- Participation in mini fairs for EU institutes at the Lebanese universities, exhibit available material, and answer questions of students and staff about EU programmes in higher education.
- Continuous follow-up and update of the National Erasmus+ Office website and social media tools.
- Follow-up all office needs and take necessary actions to fulfil these needs.

Required Qualifications, Skills, and Experience

- At least Master's degree in sciences, humanities, IT, International relations or relevant field.
- At least three years practical experience in higher education, in the field of project/programme management.
- Good knowledge of the Lebanese higher education systems.

- Experience with European education/higher education projects, especially areas related to project implementation and management is an asset.
- Excellent language skills (writing and speaking) in English. Mastering French language would be an asset.
- Excellent computer skills, especially in Microsoft Office applications.
- Excellent communication and social skills.
- Travel experience is desirable.
- In the implementation of his/her tasks, the applicant should be available to travel, alone or in a team, inside and outside Lebanon as needed.

Application

Please write a one-page statement showing your motivation and interest in this position and send it together with your CV to the email address shown below. The statement must indicate your previous experience that is related to the job requirements and your motivation to work at the NEO and should be submitted **no later than 15 December 2018** to the e-mail address: neo@erasmusplus-lebanon.org.

Applications will be shortlisted based on the submitted documents and the shortlisted applicants will be invited to sit for a written test and to an interview at the National Erasmus+ Office Lebanon **at a date to be fixed for each individual applicant**.

The National Erasmus+ Office is located at the Ministry of Education and Higher Education, Beirut, Lebanon.

Type of contract: Consultancy services to fulfil tasks which requires 27 hours per week.

Duration of contract: 1 January 2019 - 31 December 2020.

Remuneration: from 1200 to 1800 Euro depending on seniority.