

### Senior Project Manager DAAD Jakarta

The DAAD Regional Office in Jakarta has a vacancy for a Senior Project Manager in the field of higher education, based at our office in central Jakarta, Indonesia. The main task is to manage higher education events and activities (workshops, trainings, high-level conferences etc.) related to the fields of quality assurance and qualifications frameworks (QA, QF). The activities will take place in different countries of the ASEAN region. The four-year assignment starts in January 2015 in Jakarta. The internationally competitive salary is dependent on the applicant's experience.

#### Background

The project aims at strengthening regional cooperation, enhancing quality, regional competitiveness and internationalization of ASEAN higher education institutions, contributing to an ASEAN Community in 2015 and beyond. At the same time experience and expertise gained in the setting-up of the European Higher Education Area (Bologna Process) shall be shared with ASEAN partner institutions.

#### Tasks and Responsibilities

We are looking for a dynamic, competent and team-oriented Senior Project Manager who is flexible and eloquent in English, knowledgeable in the field of higher education policy and able to handle finances and report writing according to international guidelines. Supported by administrative staff the DAAD Senior Project Manager will work in a team, in close cooperation with the Regional Director in Jakarta as well as with experts located at DAAD's Headquarter in Bonn, Germany, and internationally. In connection with events and activities travelling throughout the ASEAN region will be necessary on a regular basis. The assignment also foresees a longer period of stay (up to 6 months) at the DAAD Headquarters in Bonn, Germany, during the first half of 2015.

#### Main tasks include

- Overall technical and financial management of DAAD activities, i.e.
  - preparation of work plans, overseeing timely implementation
  - design of programmes in close cooperation with European and ASEAN experts
  - managing collaboration with ASEAN partner organizations, including negotiations concerning joint implementation of events
  - budgeting and controlling; overseeing the preparation of financial reports
- Reporting and monitoring according to international funding guidelines
- Representing the DAAD during meetings and conferences
- Preparing and following up Committee Meetings

#### Qualifications

- Higher Education degree
- Excellent management skills and experiences in organizing workshops, seminars, conferences in the field of higher education
- Good knowledge in the area of higher education policy, i.e. reforms in the European and / or Southeast Asian higher education area especially in the fields of QA and QF
- Excellent communication skills and intercultural competences (i.e. ability to communicate in an international academic environment with policy and decision makers, higher education experts and managers etc.)
- Very good English language skills, both in speaking and writing
- Knowledge of a Southeast Asian and/ or German language
- Experiences in managing EU Projects, preferably grant contracts, would be highly appreciated

Application **Deadline:** November, 30<sup>th</sup> 2014

Questions may be addressed to Dr. Irene Jansen (Jansen@daadjkt.org).

Candidates are asked to submit a letter of interest addressing the qualifications for the position, a résumé, as well as the names and contact information of references, via email to:

#### DAAD Regional Office Jakarta

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