

EuNIT

European project design and management In the South Mediterranean Region

WP 2 Development: Training Sessions and Practical Placement

Trainer Selection Criteria and Application Process

Introduction:

The selection criteria and application process will be defined by the Partnership. The project will be seeking specific profiles (either teaching or administrative staff) to compose the 3-person team required to run the EU project design and management units, in particular, two administrative manager profiles and one financial manager profile in each Partner Country University. It will result in 24 trainers that are capable to set up an EU project design and management unit and, in turn, transfer the skills and expertise they have developed to their colleagues and to other interested personnel from HEIs in the Partner countries and the South Mediterranean Region.

Profiles required: 2 administrative, 1 financial

Selection criteria all candidates:

Essential criteria:

1. Trainer must be an employee of the university (with formal contractual relationship)¹ and be able to become a member of the team for the EU project design and management unit of the university once it has been installed (WP3).
2. Command of the English language is required, command of the French language will be considered a plus
3. Candidates with experience in international exchange programs/study periods/experience working abroad will be favored
4. Command of Word/Excel/Powerpoint (or alternative presentation software)
5. Excellent organisation, communication, time management skills
6. Ability to think creatively and autonomously
7. Ability to work across international boundaries

Additional criteria:

1. Candidates with a background in training if possible
2. Previous experience in project preparation/project management is welcome
3. Ability to work effectively in a team
4. Candidates interested in developing their career on an international level
5. Intercultural awareness
6. Awareness of EU regulations/projects/funding opportunities
7. Ability to adapt to working on a wide range of topics/themes

Partners should select 2 administrative manager profiles and 1 financial manager profile

Selection Criteria administrative manager profile:

- Good interpersonal skills, ability to communicate easily (to have an ease in developing partnerships)
- Good writing skills (to be able to write up solid project proposals)

Selection Criteria financial manager profile:

- Ability to work easily with numbers, develop budgets, record expenditure (accounting experience a plus)
- Sound knowledge of the internal financial systems and procedures of the university

¹ NB: This does not rule out that partners recruit from outside the university as long as the new member of staff's contract begins before the end of the selection period (February 2017).

Application process:

Call for applicants will be opened for a 4-week period internally in Partner Country Universities. A total of 3 will be selected from each of the 8 Partner Country Universities.

Applications must include the following:

1. CV in English in **Europass format**
(<https://europass.cedefop.europa.eu/editors/en/cv/compose>)
2. Motivation letter in English explaining (max. 1 page):
 - Their previous professional experience and desired future career path
 - Their motivation to take part in the EuNIT training programme