



Deutscher Akademischer Austauschdienst  
German Academic Exchange Service

DAAD Außenstelle Jakarta  
DAAD Regional Office Jakarta

### Call for Applications

## **Senior Programme Officer**

for the action

### **EU-ASEAN Sustainable Connectivity Package (SCOPE) Higher Education**

The DAAD Regional Office Jakarta is seeking a qualified candidate for the position of a Senior Programme Officer within the EU-funded EU-ASEAN action 'SCOPE Higher Education'.

#### **Background**

The SCOPE Higher Education action is implemented by a consortium of Nuffic (Lead) (Netherlands Organisation for International Cooperation in Higher Education and Research) and DAAD (German Academic Exchange Service). Period of implementation is 48 months from February 2024 onwards.

SCOPE Higher Education has the following expected outcomes:

1. Student, academic staff and researcher mobility, intra-ASEAN and between EU and ASEAN
2. EU-ASEAN cross-regional university networks to tackle global challenges jointly by fostering research on Green Transition, Digitalisation and Blue Economy
3. ASEAN regional networks of Vocational Education Institutions, strengthening linkages with the private sector for sustainability and connections relevant to the ASEAN labour market

The DAAD supports outcome 1 and is responsible for the overall implementation of outcome 2. Outcome 1 involves facilitating policy dialogue and collaboration between institutions in ASEAN and provide technical assistance and capacity building on reference systems and frameworks for academic qualifications. Outcome 2 establishes and supports EU-ASEAN university networks. Activities also comprise organising higher education dialogues, seminars, and symposia (trainings, high-level conferences etc.), designing and commissioning studies, tendering, and awarding funding contracts. Activities are implemented throughout the Southeast Asian (SEA) region.

#### **Specification**

The main tasks of the position are to deliver – in cooperation with the DAAD Senior Programme Component Manager - the activities of outcome 1 on higher education and on outcome 2.

The Officer will work in a team based in Jakarta, in close cooperation with DAAD staff located at the DAAD Head Office in Bonn, Germany, and with the project management team lead by Nuffic. S/he reports to the DAAD Senior Programme Component Manager.

The selected candidate needs to be fluent in English and German.

The intended start date of the assignment is May 2024 (pending final approval by the DAAD Head Office). The location of the assignment is Jakarta, Indonesia.

#### **Duties and tasks**

- Assists the DAAD Senior Programme Component Manager in delivering the activities of outcome 1 on higher education and outcome 2.
- Supports work planning and scheduling of SCOPE HE activities, securing and contracting inputs from the partners and consultants. Ensures activities are delivered as planned.

- Works on internal reporting and planning, ensuring effective monitoring and evaluation of the project. Quality assurance requirements are proactively planned for and met.
- Responsible for the day-to-day activities
- Actively engages and communicates with HEIs, relevant stakeholders, experts etc.
- Responsible for call for external studies and selection of expert team together with DAAD Senior Programme Component Manager
- Responsible for logistics and event organization (to the standards of DAAD and EU)
- Supports the Communication Manager on the social media content and promotion
- Cooperates closely with DAAD experts in Bonn, Germany, regarding the support process for EU-ASEAN cross regional University Networks
- Supports team members for travel such as for ticket and hotel arrangements.
- General administrative tasks including taking minutes, handling logistics of events or meetings (venue, ticket and hotel booking, catering, and vendor, etc.).
- Travel to SEA and EU-countries if needed

### **Qualifications and Key Competencies**

- Bachelor's degree with a minimum of three (3) years of relevant work experience.
- In-depth knowledge of and experience in supporting the management of projects and in organizing events, preferably in education / higher education
- Experience in budgeting; knowledge of EU funding and programme management rules would be desirable.
- Demonstrated ability to plan and organize tasks and workflows, with proven ability for accuracy under pressure and adherence to deadlines.
- Good oral and written communication skills; including experience in a cross-cultural environment and international settings.
- Good interpersonal skills; demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Good IT skills with adequate knowledge of MS Office (esp. Excel, PowerPoint) and Outlook.
- Ability to multi-task, work long and irregular hours, and willingness to travel.
- Excellent command of English, written and spoken.
- Good command of German (B2)

### **Remuneration**

We offer a monthly salary (within the DAAD salary scheme) commensurate with the candidate's personal qualifications and experience. Applicable benefits include medical benefits, paid leaves in accordance with Indonesian Labour Law and a 13<sup>th</sup> annual salary (THR). This is a fixed-term position with an initial contract duration of one year and the possibility to extend to four years.

### **How to apply?**

Please send your application highlighting your suitability and potential contribution to the position together with a detailed CV and copies of educational certificates/transcripts via e-mail to Ms. Ellyzar, DAAD Regional Office Jakarta ([ellyzar@daad.de](mailto:ellyzar@daad.de)), cc it to [muji@daad.de](mailto:muji@daad.de), mentioning '**Senior Programme Officer SCOPE HE**' in the subject line.

**Application Deadline: April 5<sup>th</sup>, 2024**