Vacancy Notice

Assistant to the Vice-President (Academic Affairs)

Job title Assistant to the Vice-President (Academic Affairs)

Grade: GS-4

Duty Station: Malmö, Sweden

1. Organizational setting

The World Maritime University (WMU) is established by the International Maritime Organization. WMU's mission is to be the world centre of excellence in postgraduate maritime and ocean education, professional training and research, while building global capacity and promoting sustainable development.

The Vice-President (Academic Affairs) oversees and directs the development of the academic agenda and related activities to strengthen the academic profile of the University, and is responsible for the academic developments needed to maintain and enhance the strategic position of WMU.

The work of the Vice-President (Academic Affairs) involves extensive interaction with faculty and staff as well as a wide range of international stakeholders in this unique University.

2. Main purpose

- The incumbent will report to the Vice-President (Academic Affairs) and will provide administrative and secretarial support to the Vice-President (Academic Affairs). Furthermore, the incumbent will support internal projects related to the implementation of the academic agenda and WMU's academic profile in general.
- Especially the implementation of the Academic Agenda WMU@50 will result in the development of a number of new initiatives related to academic programme development and international cooperation. The incumbent is expected to effectively assist in the development of these initiatives.

3. Duties, responsibilities

The incumbent will in particular provide the following support services:

- Manage the agenda, arrange meetings and appointments;
- Provide secretarial and administrative support for meetings;
- Draft routine correspondence and responses, and ensure follow-up action;
- Prepare and manage minutes, reports and documents;
- Manage and administer internal projects in relation to administrative issues at WMU;
- Gather and analyse relevant data and information needed to review the academic performance of the University;

- Coordinate with the relevant internal services to ensure compliance with established policies, procedures and rules;
- Update data bases (e.g. on professional contacts) and information on web sites;
- Develop and maintain a filing system, including an electronic one;
- Work with social media;
- Responsible for travel arrangements and reporting, including accommodation, as may be required;
- Undertake all other secretarial and administrative tasks as may be required or assigned by the Vice-President (Academic Affairs).

4. Minimum requirements – education, experience and language skills

Education

Essential

- The successful candidate will have a high school diploma or equivalent.

Desirable

- Bsc in a relevant field.

Qualification and Experience

Essential

- Have a minimum of five years of progressive and diverse experience in administrative tasks in higher education academic environments;
- Understanding the needs and position of senior management and having experience in supporting of senior management personnel;
- Ability to appropriately communicate with the stakeholders of a United Nations affiliated institution;
- Focused on delivery of results with excellent attention to detail and drive to resolve issues;
- Good knowledge of commonly used office software applications (Google and Microsoft);
- Proficient Microsoft Excel and Powerpoint user;
- Basic understanding of quality assurance systems and process optimization with emphasis on higher education.

Desirable

- Previous experience of work in an international organization;
- Previous experience with the EU Erasmus programme, academic programme development and marketing, international cooperation in higher education;
- Project management;
- Ability to work with social media;
- Experience to work with a Client Relationship Management (CRM) system;
- Knowledge of graphics and presentation software applications (Adobe and Microsoft).

Languages

Essential

- Proficiency in spoken and written English

Desirable

- Knowledge of Swedish and another UN language would be an advantage.

Competencies

- An understanding of WMU and its mission, and strong commitment to the delivery of the highest practicable standards in pursuing its mandate;
- Maintain a high level of confidentiality;
- Excellent oral and written communication and interpersonal skills;
- Be pro-active and have the ability to work effectively and accurately with little guidance and supervision;
- Be able to work in an international environment with English as the primary language;
- Be flexible in coordinating multiple projects and meeting deadlines;
- Have effective communication skills in an international and multi-cultural academic environment;
- Demonstrate flexibility, motivation, enthusiasm and tact.

5. Terms and Conditions

This vacancy is open to male and female candidates. WMU seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply. WMU will make every effort to facilitate the employment of persons with disabilities.

Application

The application has to be submitted in English. Applicants must fill in the Personal History Form, which can be found at https://www.wmu.se/docs/personal-history-form, provide a letter of interest, and the contact information of three referees to Marco Batista, Head of Human Resources (mb@wmu.se). Candidates will be contacted if they are short-listed.

This position is only open to persons legally authorized to live and work in Sweden. The selected candidate will be locally recruited. The employment contract offered is in accordance with the United Nations International Civil Service Commission (ICSC) standards for General Service staff in Sweden. The Salary is exempt from Swedish taxation.

Deadline for Applications: 31 July 2022.