

OSCE Academy in Bishkek
Programme Manager
MA Programme in Politics and Security

Full-time temporary position
(Duration 14 months)

Position: Programme Manager, Politics and Security Programme

Organization: OSCE Academy in Bishkek

Location: Bishkek, Kyrgyzstan

Closing date and time of application: 10 June 2018

Position status: Full-time (temporary for 14 months)

Expected start date of employment: July 1, 2018

Expected end date of employment: August 31, 2019

Duties:

- Oversees general management of MA Programme in Politics and Security, providing regular feedback on the programme progress to the Academy's management and relevant stakeholders;
- Implements programme curriculum, developing schedule of courses and planning activities in advance, constantly monitoring and ensuring the quality (and content) of instruction, student and faculty performances, syllabus and examination processes;
- Organizes and oversees recruitment and admission processes to assure recruitment of highly qualified faculty members and students; travels to other countries and participates in selection committees to this end;
- Initiates and manages international exchange programmes (Erasmus+) as well as sustains and develops international contacts and educational partnerships;
- Coordinates the work of programme-affiliated faculty – in-house and visiting – in order to advance international educational partnerships and programmes;
- Coordinates internship programmes effectively communicating with partner organizations and other stakeholders involved;
- Drafts and develops programme related publications, including preparation of programme documents following specific procedures, policies and systems adopted by the OSCE Academy and required by the legislation of the Kyrgyz Republic aimed to guarantee educational consistency;
- Maintains contacts with licensing and accrediting bodies to ensure proper implementation of educational quality standards in line with public requirements; performs other duties to this end;
- Prepares programme budget and oversees programme related budget implementation;
- Prepares and contributes to self-monitoring and reporting duties assigned to the MA programme and to the Academy by partners, donors, and other stakeholders;
- Supervises work of the programme assistant and trainee;
- Performs other job-related duties, including overseeing extra-curricular activities, advising students, and implementing other developments of the programme.

Qualifications:

- Master's degree in a related field in the social sciences or the humanities;
- Experience in working in international organizations or in higher education management for at least two years;

- Excellent command of written and spoken English and Russian languages;
- Ability to work independently and as part of a team;
- Ability to work under time pressure and willingness to work outside normal working hours;
- Excellent communication skills, and ability to work with people from diverse backgrounds.

The OSCE Academy will offer competitive salary and the position is subject to a three month probation period.

How to apply:

Documents to be submitted:

- One page motivation letter;
- Curriculum vitae;
- Two letters of recommendation in English language and copies of diplomas;
- Certificates and other applicable documents.

Interested candidates can apply by sending the required documents via e-mail: info@osce-academy.net or by submitting them to the office of the OSCE Academy in Bishkek, located at Bishkek city, 1 A Botanicheskiy pereulok.

Only shortlisted candidates will be contacted and invited for further selection procedures.

The OSCE Academy in Bishkek is an equal-opportunity institution. It operates on the principle of non-discrimination. All recruitment decisions are taken on the basis of best qualification of the candidates, with consideration of regional and gender balance.