

Human Resource and Talent Management Section



University of Seychelles

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Campus: Anse Royale and Mont Fleuri

INTERNATIONAL & LOCAL ENGAGEMENT SECTION	
Post title:	SENIOR INTERNATIONAL & LOCAL ENGAGEMENT OFFICER
Reports to:	MANAGER
Academic qualification:	- Bachelor's degree in business administration or business management with strong international and local dimensions preferred OR - Advanced Diploma (NQF Level 6) in field directly related to post-title with 3 years administrative experience in a university related to internationalisation and localisation
Professional experience:	- Experience working with organizations such as local government departments, NGOs, Embassies and commissions, international institutions - Experience of working with different cultures, professional backgrounds
Key Working Relationships (Internal)	Faculty Staff, UniSeY Administrative Sections, Students
Key Working Relationships (External)	Partner Universities, Government officials, Embassies and High Commissions, NGOs
Additional Criteria (Skills & Abilities)	- Professional and diplomatic approach to work at all times - Very good oral and written communication skills; Fluency in English and French. Working knowledge of other languages desirable - Ability to work collaboratively and build strong working relationships - A flexible approach to work, an understanding of team working and the willingness to be an active and supportive member - Proactive and able to demonstrate initiative; - Ability to work under pressure and manage responsibilities; results oriented; - High level of service orientation and quality driven - Functional knowledge of spreadsheet software (such as Excel), word processing software (such as Word), and other business-related software programs are required

	• Effective administrative skills, including the ability to organise and prioritise own workload in order to meet tight deadlines, whilst maintaining a high degree of accuracy; • Understands and ensures that the UniSey Policies and Procedures are followed at all times
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Job Purpose

The **Senior International and Local Engagement Officer** works alongside the Manager to maintain a positive relationship with international and local bodies and strengthen their collaboration with UniSey. S/he will be responsible for acting as the primary liaison person between UniSey and the international and local bodies, prior to the involvement of other sections. S/he will liaise with the various internal sections and external partners and follow up on discussions, projects and agreements agreed by UniSey representatives with the international bodies and local partners.

In addition, the role of the post holder is to maximize the value UniSey receives from both international and local relationships. This entails building a knowledge and information database to ensure staff, students and all stakeholders are kept informed of international and local developments within UniSey. S/he will also assist in helping shape UniSey's future international and local goals and objectives.

Main Duties and Responsibilities

1. Responds to and coordinates replies to requests for collaboration, information, and queries from international and local stakeholders in close collaboration with our UniSey colleagues
2. Ensures continuous engagement between UniSey and International and local parties
3. Ensures opportunities that arise are identified and communicated to relevant departments/sections with thorough follow-ups
4. Seeks and communicates international and local opportunities that will benefit UniSey staff and students
5. Under the direction of the Manager, ensures regular liaison with other government departments including: Ministry of Foreign Affairs and Tourism, foreign embassies in the Seychelles, regarding international related collaborations with UniSey and Ministries, Government Enterprises and NGOs regarding local related collaborations with UniSey
6. Produces and contributes towards the International and Local Engagement Section Communiques, documents and leaflets to keep all internal and external parties informed on all UniSey's international and local related activities
7. Undertakes the evaluation of visiting requests and management of visits of international scholars, visitors and delegates, and local parties, including the coordination of the logistics of the visit(s) and activities to be undertaken
8. Assists the Manager to organise and coordinate conferences and seminars on international topics in liaison with other faculties/departments
9. Assists the Manager to organize local meetings in liaison with other sections/departments
10. Prepares briefing and background material for the Manager, including briefings about both incoming (partners) and outgoing (UniSey) visits to be undertaken
11. Prepares briefing and background material for the Manager including briefings about visits to be undertaken by partners and UniSey locally
12. Works alongside the Manager in the preparation, co-ordination and follow-up of specific events/projects/activities/regional conferences, taking initiatives whenever appropriate
13. Assists with the plans, logistics, administration and co-ordination of all afore listed events

14. Assists in the preparation of all supporting papers and documentation for the meetings as required
15. Attends both International and Local related meetings, taking notes for follow-up action
16. Ensures accurate data is recorded onto the Section's database, including new contact details, correspondence and relevant documentation
17. Continuously updates and maintains thorough records of UniSey international and Local activities in the system including Staff Connect
18. Supports the Manager in the collection and presentation of data for regular reporting to the Vice-Chancellor
19. Supports the development of joint events in liaison with the different UniSey Sections/departments
20. With the support of the Manager, assists with the development and review of both International and Local Operations administrative systems, including filing and information processing systems that are consistent to ensure an effective support service to the Section
21. Attends to incoming communications, bringing urgent matters to the attention of the Manager and taking appropriate action
22. Undertakes relevant duties as may be assigned by the Line Manager

Project Management

1. Manages stakeholder engagement and drives projects forward to departments and sections
2. Creates and updates project documentation in the system for each stakeholders' engagement
3. Ensures project tasks are executed by the respective sections/departments
4. Runs project status meetings in liaison with key individuals from departments and sections when necessary
5. Coordinates and monitors projects through the entire project lifecycle
6. Reports and escalates issues when necessary
7. Continuously follows up on the progress and opportunities of the project and records them
8. Provides project updates on a consistent basis to various stakeholders
9. Works collaboratively with other members of the project team

Professional Development

1. Responsible for continuing self-initiated professional development
2. Participates in University staff development initiatives
3. Attends training programmes as identified and agreed for appropriate development
4. Engages in professional development activities as required

Expectations of all staff

Professional standards

All staff employed by the University are expected to exhibit high professional standards which promote and demonstrate the University's core values of Excellence, People Focused, Partnership Working, Fairness and Integrity.

Equal opportunities

All staff are expected to understand and enact the University's commitment to ensuring equality and diversity in all activities.

Dignity at work

Every member of staff has a responsibility to ensure colleagues are treated with dignity and respect.

The University is committed to creating a work environment for all staff that is free from harassment, intimidation and any other forms of bullying at work, where everyone is treated with dignity, respect and professional courtesy.

Health and Safety

The arrangements for meeting the University's health and safety objectives are contained in the UniSey's Health and Safety Policy. This includes the responsibilities of key staff and procedures covering the main activities of the University. All staff are expected to take reasonable care of themselves and those that may be affected by their actions.

Dress code

The University does not operate a formal dress code for its employees, other than for those who are provided with uniform and/or protective clothing. However, employees must ensure that their dress is professional, reasonably smart and appropriate for the situation in which they are working. All staff should ensure that they present a professional image and one that reflects sensitivity to customer perceptions. This may reflect their ethnicity and lifestyle, but should not be provocative or cause offence to those with whom they have contact.

Staff Full Name:	Signature:	Date:
Line Manager Full Name:	Signature:	Date: