



# EUROPEAN UNION SUPPORT TO HIGHER EDUCATION IN THE ASEAN REGION

SHARE Project Management Office  
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## VACANCY

### SHARE Scholarship Capacity Building and Monitoring, Evaluation & Learning Officer

The EU Support to Higher Education in the ASEAN Region (SHARE) Project at Nuffic Neso Indonesia Office in Jakarta is seeking a qualified candidate for a position of SHARE Scholarship Capacity Building and Monitoring, Evaluation & Learning Officer.

The main task will be to support the development and implementation of the SHARE scholarship programme with an emphasis on monitoring and evaluation (M&E) and capacity building activities to maximise the impact of the scholarship (workshops, trainings, high-level conferences, etc.) in SHARE's result area 3. Activities will be implemented throughout the ASEAN region.

#### Background

The European Union Support to Higher Education in the ASEAN Region (SHARE) Programme is the European Union's flagship higher education programme with ASEAN. The SHARE Programme resumed with effect from 27 February 2021 for an extension until the end of 2022. The SHARE Consortium is comprised of the British Council, the DAAD, ENQA, and Nuffic. The SHARE Extension will see the programme continue its support of the ASEAN Secretariat and ASEAN stakeholders to enable greater harmonisation and internationalisation of ASEAN higher education. It aims to catalyse the transfer of ownership of programme outcomes to ASEAN entities and nominated organisations to be embedded within sustainable ASEAN-led structures and processes (<http://www.share-asean.eu/>).

#### About the Position

The Scholarship Capacity Building and Monitoring, Evaluation & Learning Officer assists the Nuffic's Programme Manager in providing support on communications with stakeholders, logistics, administrative procedures and in administering scholarship finances in accordance with EU regulations. S/he will work in a team based in Jakarta, in close cooperation with Nuffic staff located at Nuffic's global headquarter in Den Haag, Netherlands. In connection with events and activities traveling throughout the ASEAN region might be necessary, also depending on when and how the current Covid-19 crisis will be resolved.

The key responsibilities of the position include but are not limited to:

#### Regular Duties:

- Contribute to setting up the mobility scheme (Scholarship and Credit Transfer System) (e.g. administrative organization, application procedures, communication plan)
- Establishing and maintaining regular communication with various stakeholders (applicants, awardees, alumni, ASEAN and EU Higher Education Institutions and ASEAN stakeholders)
- Handling overall daily administration and finances with regards to the management of the programme
- Implementing specific scholarship and alumni-related events
- Support staff of selected universities within ASEAN and EU with the implementation of the scholarship programme
- Prospective student counselling (online, phone, one-on-one)
- Generate and assess scholarship applications



- Support in the selection process of scholarship recipients
- Support awardees during pre-departure, study abroad and post return stages
- Support financial settlements activities for students and universities
- Provide relevant information for report-writing; and monitoring and evaluation purposes

#### **Specific Duties:**

- Support the development and finalisation of the design, substantive material and method of the training, including the pre-training and post-training questionnaire, to ensure that all parties involved in the implementation of the SHARE mobility scheme (the scholarship and CTS) will have a common understanding on how to manage the scholarship and use the SHARE Platform
- Implement the mid-term evaluation and end of semester evaluation to universities, student in the use of the SHARE mobility scheme and the CTS platform
- Identify training requirements - both fresh and refresher at all level for various functionaries
- Provide technical support in reviewing and designing training manuals
- Help maintain a database of trainers and other resource persons
- Manage roster of trainers, trainees and system for nomination officers for various national and regional training programmes
- Facilitate dissemination and exchange of expertise in the concerned field
- Develop training section on website, to allow easy access to information, materials and guidance on student mobility and credit transfer system

#### **Qualifications and Key Competencies**

- Bachelor degree in any discipline, preferably in Humanities/Social Sciences majoring in Sociology, Public Administration, Research and Information Management or Development with a minimum two (2) years of relevant work experience in technical role. Post-graduate degree not necessary.
- Strong experience in project planning, monitoring and evaluation, developing of project strategies, including relevant skills in information and technology, software development, assessing project risks and issues and provide solutions where applicable.
- Experience in conducting organization-wide Training Needs Analysis (TNA), identifying staff training and professional/technical development, and able to conduct training, when required.
- 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 Microsoft Office and Outlook (particularly MS Excel and PowerPoint).
- Ability to multi-task, work long and irregular hours, perform tasks outside the usual job scope, and willingness to travel, sometimes on a short notice
- Good command of English, written and spoken; knowledge of at least one Southeast Asian language in addition to native language an asset
- Good knowledge in the area of ASEAN higher education policy will be an asset.

#### **Remuneration:**

The successful candidate will be offered a monthly salary commensurate with the personal qualifications and experience. Other applicable benefits include medical benefits, various paid leaves in accordance with Indonesian Labour Law and an annual wage supplement equivalent to a month's salary. Please note that this position is a local engagement and does not come with a mobility package; the candidate must be based in Indonesia. This is a fixed-term position with an initial contract until December 2022 reflecting the current availability of funding and depending on the candidate's performance.

#### **How to apply?**

Please send your application with a motivation letter to the position together with a detailed CV and certified true copies of educational certificates/transcripts via e-mail to: [recruitment@nesoindonesia.or.id](mailto:recruitment@nesoindonesia.or.id) mentioning 'SHARE Scholarship Capacity Building Monitoring,

Evaluation & Learning Officer' in the subject line. The deadline is **14 October 2021**. The Selection Committee's decision is final and only shortlisted candidates will be notified.

For more information, please visit: [www.share-asean.eu](http://www.share-asean.eu)