

Posted on

28.11.2018

Share on

- [Facebook](#)
- [Twitter](#)
- [LinkedIn](#)
- [Email](#)

Vacancy Announcement: Project Coordinator (UNTL in Dili)



The European Inter-University Centre for Human Rights and Democratisation (EIUC), located in Venice-Lido, is an academic centre of excellence supported by the EU, aiming at pursuing the promotion of human rights and democratisation through education, specialised training, and research cooperation. EIUC is organising and coordinating seven regional Master programmes in human rights and democratisation in

all world regions under the umbrella of the Global Campus, is engaged in different research projects and conducts various training courses, seminars and conferences, usually at its premises in the Monastery San Nicoló at Venice-Lido. For more information visit www.eiuc.org.

With reference to a prospective action under the European Instrument for Democracy and Human Rights (EIDHR) and its Country Based Support Schemes (CBSS) entitled “Development of human rights education and research activities at the Universidade Nacional Timor Lorosa’e (UNTL in Dili)”, EIUC is looking to identify a qualified individual to fill the position of **Project Coordinator, conditional upon successfully securing the grant to implement the action.**

About the action: The action aims at improving the promotion and protection of human rights, democracy and development within Timor Leste by establishing a Human Rights Centre within the Faculty of Social Sciences of UNTL in Dili, which will engage in training, international networking and research activities.

The specific objectives of the action are:

- To build capacity in the field of human rights, targeting both human rights professionals and academics in Timor Leste
- To build the physical, didactical and organisational infrastructure within the Faculty of Social Sciences of UNTL to do research and organise human rights education
- To enable UNTL to become an active participant in international academic networks represented by the Global Campus of Human Rights.

Functions and tasks

The **Project Coordinator** of the action will be the primary responsible for organizing and overseeing the implementation of the activities related to the action in Dili, Timor Leste.

The position involves a combination of **organisational, management, administrative and academic responsibilities**, including:

- To coordinate the overall action and all related activities;
- To oversee in the daily management of the action, including financial administration and reporting, with a view to successful completion of all related activities;
- To take the lead in developing curricula and implementation plans for various academic and educational programmes related to the action;
- To establish contact with lecturers and experts within Timor Leste, the region and the broader Global Campus network with a view to involving them in different educational programmes of the action;

- To supervise the work of local staff involved in the action;
- To supervise and coordinate researchers, lecturers and others involved in the academic work of the newly established Human Rights Centre at UNTL;
- To organise and teach in human rights training courses, workshops and seminars, together with local and international experts;
- To oversee the assessment of student assignments and the evaluation procedure of different educational programmes;
- To exercise a proactive role in identifying and rectifying problems of an academic or organisational nature;
- To maintain the liaison with all relevant institutions/interlocutors;
- To take a proactive role in the development of partnerships between the newly established Centre and local, national and international actors in the field of human rights;

Profile/requirements

The **Project Coordinator** should possess and demonstrate the following requirements:

- Post-graduate/master-level qualification in a human rights related discipline (e.g. law, political science, international relations, sociology etc.)
- Experience in administrative, organisational and management tasks, preferably in an international environment and in the non-profit and/or educational sector;
- Experience in curriculum development and course design and familiarity with an environment of higher education;
- Teaching experience;
- Experience in stakeholder engagement;
- Excellent English written and oral communication and presentation skills; knowledge of other languages (in particularly Portuguese, Tetum, Indonesian, Thai) is a plus;
- Excellent and culturally sensitive communication skills;
- Strong organisational and time management skills, ability to work independently and in a challenging environment;
- Ability to work under pressure and to tight deadlines;
- Ability to anticipate and to take initiatives;
- Team-working ability.

EIUC can only accept applicants who are eligible to work in Italy.

Essential info

- ***Start of the contract:*** The ***Project Coordinator*** will be required to take up service ***starting in January 2019.***

- ***Duration of the contract:*** The contract will last for the entirety of the action, i.e. January 2019-December 2020 (23 Months).
- ***Remuneration and benefits:*** The annual gross salary will be 34,200 EUR. Additionally, EIUC will provide private health insurance as well as coverage for travel expenses.
- ***Workplace:*** Dili, Timor Leste / Bangkok, Thailand
- ***Application and selection procedure:*** The closing date for receipt of applications is ***Wednesday, 12 December 2018 at 6 pm (CET)***.

Please send a **cover letter** and detailed **curriculum vitae** to the attention of the EIUC Secretary General, Manfred Nowak (manfred.nowak@eiuc.org) and to the Administrative Director Elisabetta Noli (elisabetta.noli@eiuc.org).

- [International](#)

, nbsp;