



ITM VACANCIES

INTERNATIONALISATION OFFICER

DIRECTOR'S OFFICE
EDUCATION OFFICE

🕒 Apply before: 17 Sep.

i INTRODUCTION

The Institute of Tropical Medicine (ITM) is internationally recognised as a centre of excellence for education, research and service delivery in the field of tropical medicine and public health in developing countries.

The Education Office coordinates, supports and promotes all teaching and training activities of ITM. It contributes to the development, implementation and quality assurance of academic policies, including innovation, international networking and alumni coordination.

We are seeking to recruit an internationalisation officer who will manage international activities and networks of the Education Office, including scholarship programmes, global networks and alumni networks.

The Education Office is part of the Director's office and reports to the Management Committee. The new officer will report to the head of the Education Office and collaborate closely with departmental and central units involved in teaching, research and management.

📄 PROFILE

- You hold a relevant Master degree (e.g. education, communication, social sciences, management).
- You have substantial experience in the field of educational internationalisation and alumni coordination.
- You have experience with academic principles and management.
- You are familiar with common IT applications, social media, web-based and mobile communication.
- You are fluent in English and French (speaking and writing). Knowledge of Dutch is an advantage.
- You have a creative, enthusiastic and social personality, excellent communication skills and strong team spirit. You are willing to travel abroad, especially in low and middle income countries.

ASSIGNMENT

- You will support ITM's management in the strategic and operational development of the academic internationalisation of ITM.
- You will contribute pro-actively to the roll-out and management of the Education Office, i.e. formulating its vision, mission and tasks, developing strategic and operational plans, determining the division of tasks and resources.
- You will coordinate existing and new networks and alliances in the field of education and training in tropical, public and global health.
- You will coordinate the international alumni networks of ITM including:
 - Developing and managing alumni databases and communication platforms.
 - Promoting alumni attendance at scientific or regional meetings.
 - Supporting networking, innovation and collaboration among alumni.
- You will monitor ITM's international collaboration and impact in education.
- You will develop strategies and modalities for the mobility of students and staff.
- You will develop and implement strategies to attract global students and scholarship programmes.

OFFER

- An intellectually stimulating, international and socially committed environment, encouraging personal initiative and development.
- A work place in the historical and vibrant city centre of Antwerp.
- A full-time contract of undetermined duration.
- A salary package depending on your profile and professional experience, including supplementary benefits such as additional private pension scheme, public transport subscription and/or bicycle fee, meal vouchers subscription.

INTERESTED?

For more information, contact Govert Van Heusden (gvheusden@itg.be (<mailto:gvheusden@itg.be>)). Send your application with motivation letter and ITM application form to vacatures@itg.be, by 17 September 2017. Please use the application form available as a download on www.itg.be/vacatures (<http://www.itg.be/vacatures>).

<http://www.itg.be/itg/GeneralSite/longhairearly.aspx>

