IHE Delft is the largest international graduate water education facility in the world and is based in Delft, the Netherlands. The mission of IHE Delft is to work in partnership to strengthen capacity in the water sector, to achieve global sustainable development. IHE Delft has a permanent staff of 200 of which more than 100 are academics from all over the world, while about 250 guest lecturers from academia and industry contribute to our educational programmes. Each year 750 professionals (including about 200 new MSc students per year) from all over the world attend various water-related courses at IHE Delft. The Institute has an international staff & student community with English as the working language.

The Education Bureau (EB) The Education Bureau (EB) develops and facilitates the implementation of education-related policies, stimulates and supports innovation in education, and develops and maintains quality-assurance processes and systems. Administrative tasks include the admission of students, matching students with fellowships, registration of students, and handling of fellowships. The Education Bureau also administers all educational offerings and is responsible for scheduling, logistic planning, marks administration, issuing diplomas and organizing academic ceremonies. EB organizes English and academic skills training for students, as well as UTQ and advanced didactical training for teaching staff. EB functionally develops the virtual learning environment and supports its use for in-house and online education. All activities are geared to establishing a better quality and more innovative education program, managed in a consistent and transparent manner.

**Education Officer**

**(36 hours per week)**

The Education Officer is – together with the course coordinators – the linking pin in the organization with respect to the planning, the logistic organization, and the administration of all degree- and non-degree programmes of IHE Delft. The Education Officer is responsible for the scheduling of classes, lab-sessions, field visits and exams, arranges all logistic matters, and ensures that all actors are timely consulted and informed. He/she maintains close contacts with programme and module coordinators and has direct communications with service departments and lecturers, be they internal or external. He/she plays an important role in safeguarding quality assurance processes and in solving every-day problems related to the provision of education in a complex organization.

**Responsibilities**

- Planning of educational activities;
- Management of the accompanying administration;
- Organization of the provision of teaching materials;
- Management of the rooms in co-operation with his/her colleagues;
- Organization of all oral and written examinations;
- Administration of study results of the participants;
- Preparation of degrees and transcripts;
- Management and archiving of examinations;

**Requirements**

- Diploma in administration (level 4 MBO);
- Ability to solve problems independently;
- Good command of the Dutch and English language;
- Good oral and written proficiency;
- Pro-active and customer focused attitude.
**Terms of employment**  
The employment contract is for 0.94 fte.

Scale 7 Collective Labour Agreement for Dutch Universities (VSNU).

IHE Delft offers an attractive, multiple choice employee benefits scheme, year-end bonus and generous pension scheme. The appointment implies entry into the Netherlands' Civil Service Pension Fund (ABP). We also offer 31 days’ leave based on a 38 hours working week.

In principle, the selected candidate will be appointed for an initial fixed-term employment contract of one year with the possibility of a further fixed term contract for up to one year thereafter. The above mentioned contract duration may differ in case of internal staff in comparison to external candidates.

**Information and application**  
Additional information about the vacancy can be obtained from Erwin Ploeger, Head of EB (E: e.ploeger@un-ihe.org / T: +31-15-2151758).

Applications in English can be sent till **24 August 2021 (closing date)** including curriculum vitae and motivation letter, to IHE Delft, attn. Human Resource Management (E: recruitment@un-ihe.org), PO Box 3015, 2601 DA Delft, The Netherlands, stating vacancy-number **21-EB-01**.