



**Institute for
Water Education
under the auspices
of UNESCO**

IHE Delft Institute for Water Education, the world's largest international graduate water education facility, works to strengthen water sector capacity to contribute to a world free of poverty and injustice, in which people manage their water and environmental resources sustainably and equitably.

More than 120 of IHE Delft's 200 staff members are academics from all over the world. About 250 guest lecturers from global academia and industry contribute to the Institute's educational programmes. Each year, 750 international professionals, including about 200 MSc students, attend courses at IHE Delft. Our working language is English, and we promote a healthy work-life balance through measures that include support to staff who want to work part of their time from home.

IHE Delft is a unique knowledge institute in the Dutch research and educational landscape that combines excellence in education and research with work to advance global sustainable development. Partnerships are integral to achieving this mission: The Institute works closely with universities, government agencies, NGOs, and private sector institutions in the Netherlands and around the world. Through research, education and institutional strengthening, Institute staff make a tangible contribution towards all Sustainable Development Goals (SDGs) in which water is key.

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.

The Education Bureau is looking for a:

Fellowship and Admission Officer

32 hours per week

Responsibilities

The Fellowship and Admission Officer (FAO) is responsible for dealing with all information requests, applications and admission procedures as well as fellowships from (prospective) students.

- Handle applications and advise on admission;
- Develop and propose procedures and policies related to:
 - student application and admission
 - fellowships or financial coverage
 - logistics arrangements
- Budget holder for the student budget;
- Contact person for sponsor organizations/fellowship providers;
- Handle fellowship matters and prepare cost indications for courses;

- Advise on the selection of applicants for fellowships;
- Arrange logistics for (prospective) students;
- Maintain contact with (inter)national suppliers of services;
- Provide information to and correspond with (prospective) students;
- Refer academic staff to existing procedures;
- Liaise with other departments on relevant topics;
- Ensure the quality management system for admission and fellowship tasks, develop and handle operational procedures for existing and new courses;
- Keep web information on admission and fellowship matters up-to-date.

Requirements

- Higher professional education (HBO), or HBO working level;
- Experience in working in an international, multicultural environment;
- Ability to work independently and as part of a team;
- Flexible, critical and accurate working attitude;
- Stress resistant;
- Taking initiative;
- Excellent oral and written proficiency in the English and Dutch languages;
- Customer focused.

Terms of employment

The employment contract is for 0,84 fte.

Scale 8 Collective Labour Agreement for Dutch Universities (VSNU).

IHE Delft offers an attractive, multiple choice employee benefits scheme, year-end bonus and generous pension scheme. We also offer 31 days' leave based on a 38 hours working week.

Information and application

Additional information can be obtained from Ms. Ineke Melis, Coordinator of the Fellowship and Admission Office of the Education Bureau i.melis@un-ihe.org.

Applications in English can be sent till **7 October 2022 (closing date)** including curriculum vitae and motivation letter, to IHE Delft, attn. Human Resource Management E: recruitment@un-ihe.org, stating vacancy-number **22-EB-04**.

Reactions from staffing agencies and other 3rd parties are not appreciated.

By submitting your application for this vacancy, you agree with the privacy statement below:

The personal data you share through your application file and other means will only be used by IHE Delft for the purpose of the recruitment and selection process in order to evaluate your suitability for the vacancy for which you have applied, as well as for communication purposes related to the vacancy. IHE Delft will process your personal details in accordance with the EU General Data Protection Regulation of 25 May 2018. For more information we refer you to the privacy statement of IHE Delft: <https://www.un-ihe.org/privacy-statement>

Without your prior consent or other legal basis, no information will be shared with third parties. For further questions please contact our Data Protection Officer at dpo@un-ihe.org.