



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER:	ACAA#2020/06
POSITION:	University-Industry Liaison Manager (1 position)
OPENING DATE:	November 24, 2020
CLOSING DATE:	December 7, 2020
WORK HOURS:	Full-time, 40 hours/week
DURATION:	One-year renewable

The International University of Grand-Bassam in Côte d'Ivoire is seeking a candidate to fill the position of **University-Industry Liaison Manager**.

IUGB PROFILE

The International University of Grand-Bassam (IUGB) is a private, publicly assisted institution, which offers an American curriculum in English. It opened in 2005, and, by the signing of Decree 2007-499 on May 16, 2007, was formally accredited as a University within the Côte d'Ivoire higher education system. Envisioned as a Regional Center of Excellence in Higher Education in Africa, IUGB's mission is to provide internationally recognized higher education through technology-enhanced English medium instruction in fields critical for regional development, international success and life-long learning.

BASIC FUNCTIONS OF POSITION

The University-Industry Liaison Manager works with industry and other socio-professional organizations to identify and develop strong partnerships for employability of IUGB students. S/he serves as the link between students' education and their career path by preparing them for job interviews, career development, etc. Particular emphasis on her/his responsibilities is to secure internships and job opportunities for IUGB students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- Develop and maintain relationship with industry and other socio-professional organizations and serve as point-of-contact;
- Work with the deans to identify suitable companies/organizations and develop MoUs to be signed by the President so that they commit to providing internships and employment opportunities for IUGB students;
- Coach and guide students individually and in groups on internship, job search, résumé/cover letter/personal statement writing, mock interviews and career assessments;
- Work with students in need of internships or graduates looking for a job to match their needs with appropriate companies/organizations and shepherd their applications through the selection process;
- Organize professional development workshops, panels, and events
- Work with academic schools/departments to provide sessions on career management;
- Maintain and manage a database of socio-professional partners and recruiters;



- Regularly screen recruitment websites to identify internship and job opportunities;
- Organize career fairs and recruiting events on campus;
- Submit monthly activity report and performance outcomes to the Administration;
- Update the relevant information on the IUGB website on regular basis and share information about student/alumni success stories for publication on the website;
- Perform other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Leadership ability and good interpersonal skills;
- Ability to be detail oriented with excellent time management and organizational skills in order to develop priorities and meet deadline;
- Experience in providing career counseling and coaching/advising to students;
- Good interpersonal skills;
- Collaborative and team-oriented work style;
- Ability to take initiatives in a dynamic and multicultural environment;
- Ability to collaborate and communicate effectively with various socio-professional partners;
- Aptitude to work under pressure;
- Computer literacy.

MINIMUM HIRING STANDARDS

- Master's degree or professional diploma in management, industrial engineering or a related discipline;
- Minimum 3 years of working experience, preferably in industry or business setting;
- Good knowledge/experience of the job market in Côte d'Ivoire;
- Fluency or high level proficiency in English and French.

SUBMIT APPLICATION TO:

International University of Grand-Bassam Human Resources Office Attention: Human Resources Manager BP 564, Grand-Bassam, Côte d'Ivoire Fax: +225-21.30.34.83 Or via email to: iugbhr@iugb.edu.ci	POINT OF CONTACT International University of Grand-Bassam Human Resources Office Tel: +225-21.30.36.40 / 21.30.34.57 Fax: +225-21.30.34.83
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Important Notice: Applicants *MUST* submit a current resume and a cover letter. Copies of both education documents and working experience must be attached to your application. When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title. E.g.: REG#2020/05, Registrar.