



West Africa Regional Associate

About the ACU:

We work with our global members to advocate on issues of importance to them, including the Sustainable Development Goals, international mobility, and access and inclusion. We work in partnership to host events, provide capacity-building opportunities and grants, and build policy and practitioner resources. Membership is core to the mission of the ACU, with a global network of 500+ Commonwealth universities.

Summary:

The West Africa Regional Associate will be based in Nigeria and will be responsible for representing the ACU in West Africa, building relationships, strengthening engagement with the ACU's members and key stakeholders, supporting the organisation of events, and supporting with collecting data from partners for reports as a consultant.

The consultant will play a key role in the planning and delivery of the Partnership for Enhanced and Blended Learning (PEBL) programme and ACU membership engagement.

Requirements:

The consultant will ideally have experience of formulating global and/or regional-specific stakeholder engagement programmes which develop, retain and recruit members and/or programme partners. The consultant will have insight on how member-led organisations can maximise services and benefits at a regional-level, with experience of working within different cultural contexts. This consultancy role will suit someone who has the vision to evaluate, implement and test different ways to engage and connect our members across the Commonwealth within a Higher Education or International Development context.

This is a part-time fixed-term consultancy agreement for an initial 12 months, which carries a payment of £12,000, paid quarterly and based on achieving the key deliverables below.

Key deliverables:

The associate will be required to:

- Support the ACU's policy function by contributing to the ACU's understanding of intelligence on major policy developments in the region.

- Co-develop a stakeholder relationship plan to maximise member engagement, growth and retention targets across the region, including regular contact with ACU Ambassadors at member universities.
- Act as representative for the ACU externally, developing relationships with universities in West Africa to grow member engagement, retention and recruitment.
- Work with the Regional Engagement Manager to input into the delivery of the ACU Regional Committee, including agendas, papers and follow-up actions.
- Engage with regulatory bodies, such as the National Universities Commission and other high-level stakeholders to facilitate the development of policies for implementing blended learning.
- Liaise with partner universities in Nigeria and Ghana and ensure they are implementing cascade trainings to achieve targets set out in agreement with the ACU for PEBL West Africa.
- Support with the organisation of in-person and virtual events.
- Support with collecting data from partners for two Monitoring, Evaluation and Learning (MEL) reports.

Applied Knowledge, Skills and Expertise:

- Degree educated or equivalent experience.
- Experienced relationship manager who can develop long lasting relationships at different levels of seniority.
- Excellent interpersonal and presentation skills including written communication.
- Strategic thinker with the ability to adapt to changing priorities.
- Commitment to teamwork, with the ability to work independently and show initiative and exercise sound judgement.
- A pro-active approach to work, an ability to manage own workload and be able to prioritise.
- Experience of planning and delivering events.
- Understanding of basic budgeting and reporting mechanisms.
- Strong attention to detail.
- An appreciation of different cultural contexts and the ability to adapt communication styles.
- Understanding of, and affinity with, issues in international higher education in the region. Ideally, able to demonstrate existing or past relationship with local regulatory bodies such as the National Universities Commission.

At the ACU, we welcome and encourage applications enquiries from everyone regardless of gender, race, religion, marital status, disability, age, and sexual orientation.

Closing date: 1st July 2022

Please send an email to Juliana.Bertazzo@acu.ac.uk with your CV (maximum 2 pages) and a Cover Letter (maximum 2 pages) attached as pdf files outlining how your skills, knowledge and experience meet the criteria listed here. Please also include your motivation for working as a consultant for the ACU.

Interview date: week commencing 4th July 2022

If we receive sufficient applications before the closing date, interviews may take place earlier, so you are encouraged to apply early. Interviews will take place virtually.

Contact person:

If you have any questions or would like further information, email Juliana Bertazzo, ACU Regional Engagement Manager: Juliana.Bertazzo@acu.ac.uk