Vacancy at the German Jordanian University in Amman, Jordan

The German Jordanian University (GJU) is a public Jordanian university that is based on the model of German universities of Applied Sciences. It was established in 2005 upon an agreement between the German and Jordanian governments. At present, approximately 4,500 students are enrolled at GJU. All GJU bachelor students spend one year of their studies in Germany, for which they receive professional, linguistic and cultural preparation in the first three years. The "German Dimension" therefore plays a central role in all courses of study.

For the Federal Government and the Federal Ministry of Education and Research in Germany, GJU is one of their most important international higher education projects, which is funded by the German Academic Exchange Service (DAAD) as part of the program "Transnational Education – Promotion of Binational Universities". The University of Applied Sciences Magdeburg-Stendal is the project-governing university in Germany. It has established a Project Office, which works closely with GJU.

At the International Affairs Department at GJU in Amman, the following position is vacant (start immediately)

**German Year Coordinator / German Year Platform Coordinator**

**Job Tasks:**
- Consulting students and families regarding the individual profile of partner universities
- Consulting students and families regarding individual provinces / regions in Germany
- Consulting students and families regarding Germany Year regulations of GJU
- Updating the Code of Conduct for outgoing students
- Data input into German Year Platform
- Responsibility for updating the German Year Platform
- Arranging regularly meeting with IO of partner universities for the outgoing team
- Being part of the organization team of the German week at GJU
- Responsibility for Digitalization of German Year Services

**Qualifications:**
- GJU Bachelor’s Degree (GPA not less than Good)
- Master’s Degree preferred
- Applicants must be not more than (35) years old.
- holds Jordanian Nationality.
- High level in English language (C1), German is an advantage
- IT skills, experience with Digitalization is an advantage
- Secure use of MS-Office programs (Excel in particular)
- High organizational talent & concise and structured work
- Confident and cultivated appearance
- Intercultural competence and resilience
Remuneration for the position:
The position is remunerated at GJU with a local salary according to the academic qualification

Application Deadline: 31\textsuperscript{th} of December 2023

Application: Please send your application in English (cover letter, CV, certificates) as one PDF:

Human Resources Department:

tagwa.sawareh@gju.edu.jo
HRD.director@gju.edu.jo

International Affairs Department:

Jens.Hegemann@gju.edu.jo
Aurelia.luongo@gju.edu.jo

Required documents:

1. Resume (CV).
2. Motivation Letter
3. A copy of the high school transcript Tawjihi.
4. A copy of a transcript of marks, Bachelor’s certificate as well as Master’s certificate.
5. A copy of the ID or Passport
7. Recent colored personal photo.
8. Experience certificates, if any, certified by the Ministry of Labor.

Important Notes:
Any application that does not contain all the required official documents or violates one of the conditions of the job vacancy will not be considered.

Before the final interview with the president, applications have to be submitted in paper version at the Human Resources Department/German Jordanian University which is located in Amman, Madaba Street. The selected person shall provide the Human Resources Department with official certified papers after appointment.