



Human Resources Department

The Human Resources Department announces a vacancy for the position of Centre of Entrepreneurship & Innovation Project Coordinator in the Centre of Entrepreneurship & Innovation, UB-North.

The University prefers to fill the position internally if possible. HR will take into consideration work experience, academic qualifications and other factors when assessing candidates to be shortlisted. Should a suitable candidate not be identified internally, the position will be advertised externally.

The candidate should meet the minimum requirements as outlined in the job description below. Please read the entire position announcement to determine if the vacancy aligns with your interests and/or qualifications and experience.

Interested candidates should submit the specified documents electronically to: hrapply@ub.edu.bs on or before 9th August 2022. Kindly make the position title the subject of email.

POSITION ANNOUNCEMENT

JOB TITLE	CENTRE OF ENTREPRENEURSHIP & INNOVATION PROJECT COORDINATOR
TYPE OF VACANCY	CONTRACT
REPORTS TO	CAMPUS PRESIDENT, UB NORTH
DEPARTMENT	CENTRE OF ENTREPRENEURSHIP & INNOVATION, UB-NORTH
<p>SUMMARY: The project coordinator should be able to utilize strategic and imaginative thinking for the success of the programs and development of the Centre of Entrepreneurship and Innovation, UB-North. Proficiency in project management is vital. He/she should also have experience working collaboratively across organizations and with stakeholders in various departments within an organization.</p>	
<p>SPECIFIC DUTIES & RESPONSIBILITIES: The duties and responsibilities of the CEI Project Coordinator, include, but are not limited to the following:</p> <ul style="list-style-type: none"> ➤ Maintaining and monitoring project plans, project schedule, work hours, budgets and expenditures ➤ Assist in the coordination of short courses, seminars, symposia, certificate programs and boot camps ➤ Organizing, attending and participating in meetings related to the project. ➤ Documenting and following up on actions and decisions from meetings. ➤ Developing project strategies ➤ Ensure the project is meeting key deliverables and deadlines ➤ Ensure that the project is progressing within the outlined budgetary constraints ➤ Collaborate with Executive Director of CEI, Dean of Faculty and Director of Advancement, UB-North to engage partners and donors for the Centre of Innovation and Entrepreneurship ➤ Providing detailed updates to stakeholders at UB and IDB counterparts ➤ Ensure team members have access to the necessary supplies and resources to complete assigned task within the project framework. 	
<p>KNOWLEDGE, SKILLS & ABILITIES:</p> <ul style="list-style-type: none"> ➤ Strong strategic management capabilities ➤ Strong process thinker with an eye for detail ➤ Multitasker with excellent organizational skills ➤ Excellent interpersonal and communication skills ➤ Exceptional verbal, written, and presentation skills ➤ Ability to provide guidance, feedback, and encourage team ➤ Ability to work independently and as part of a team ➤ Critical thinking and judgment ➤ Willingness to work through problems and resolve issues ➤ A deep understanding of the project life cycle ➤ ICT skills (web/social media, virtual meeting, publishing, presentation, etc.) ➤ Competency in Microsoft and MAC applications 	



POSITION ANNOUNCEMENT

QUALIFICATIONS:

- Bachelor or Master's in Business, Project Management, Education or related field
- A Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) certification. PMP Preferred
- At least five (5) years of experience in related field

Salary Grade

Contractual

Date Published

July 26, 2022

Application End Date

August 9, 2022

Date to be Removed

August 9, 2022

Requested Information: Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A letter of interest highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Completed Employment Application Form – Staff ([Application-for-Employment-Staff.pdf](https://ub.edu.bs/Application-for-Employment-Staff.pdf) ub.edu.bs);
- Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- The names and contact information of three professional references.

Applications will NOT be considered without the complete package.

Email Address:

hrapply@ub.edu.bs or presidentubn@ub.edu.bs

Subject:

Centre of Entrepreneurship & Innovation Project Coordinator

Attn:

Vice President, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Centre of Entrepreneurship & Innovation Project Coordinator.