

Education and Training Officer

Arab Water Academy (AWA)

Abu Dhabi, United Arab Emirates

Job Posting Detail

Title	Education and Training Officer
Location	Abu Dhabi, UAE
Category	Professional Staff
Reports to	The Director of the AWA
Closing Date	25-March-2010

Position Summary

The Arab Water Academy (AWA) based in Abu Dhabi seeks an outstanding water professional to be in charge of planning, organizing and supervising the preparation and implementation of the AWA's course offerings.

Initiated by the Arab Water Council (AWC), the AWA is hosted since July 2008 by the Environment Agency-Abu Dhabi (EAD) in partnership with the Dubai-based International Center for Biosaline Agriculture (ICBA). The AWA is established as a regional center of excellence for executive water education and aims to provide state-of-the-art training and development programs to water policy-makers, executives, managers and academicians across the Arab region and beyond.

Main Responsibilities

The responsibilities of the Education and Training Officer will involve strategic planning, operational, financial planning and relational duties. S/he will be expected to fulfill the following tasks:

- Work with the Director in determining programs and course offerings
- Develop the catalogue of courses and activities
- Ensure timely development of the AWA courses and activities
- Supervise and manage logistics to conduct the AWA courses and activities
- Help develop and deliver the AWA courses
- Moderate the AWA alumni blogs, and organize and peer review Topic Notes
- Prepare budget proposals for the development of courses and educational material
- Help the Director to develop and maintain partnerships related to the AWA courses and activities.

Qualifications

The Education and Training Officer is expected to have the following qualifications:

- Minimum (Postgraduate) degree in Education, Organizational Development, Water Resources Management or related discipline
- Minimum six years experience in learning design, development and delivery, preferably for non-profit organizations or NGOs working in the water sector
- Demonstrable understanding of issues relevant to water resources and management
- Ability to prepare and present information clearly and concisely in English, orally and in writing
- Knowledge of Arabic is strongly preferred.

The Arab Water Academy is an equal opportunity employer and offers a competitive remuneration package. The initial term of office will be for a two-year period and may be renewed.

Applicants should send, no later than 25th March 2010, a cover letter outlining the skills they will bring to the AWA and the relevant experience they possess, salary history as well as a detailed curriculum vitae, including the names and contact details of three references to:

The Arab Water Academy (AWA)
PO Box 45553, Abu Dhabi, United Arab Emirates
Email: application@awacademy.ae

For more information on the Arab Water Academy, please visit the website www.awacademy.ae