

VACANCY NOTICE:

Recruitment of Local Coordinator for the National Erasmus+ Office (NEO) in Armenia

The Ministry of Higher Education, Science, Culture and Sport of the Republic of Armenia, Scientific and Innovation Partnership Assistance Center (Foundation), in cooperation with the EU Delegation to Armenia and the European Education and Culture Executive Agency (EACEA) are launching a procedure to recruit a new local coordinator for the NEO in the Republic of Armenia.

Background

Erasmus+ is the European Union's programme to support education, training, youth and sport. The 2021-2027 programme places a strong focus on social inclusion, green and digital transitions, and promoting young people's participation in democratic life. It supports priorities and activities set out in the European Education Area, Digital Education Action Plan and the European Skills Agenda.

Erasmus+ also aims at boosting cooperation with Partner countries all over the world.

The National Erasmus+ Offices (NEO) assist the European Commission, the EACEA, and the third-country authorities concerned in the implementation of the Erasmus+ Programme. Their mandate covers supporting, promotion and dissemination activities related to the international dimension of Erasmus+ actions.

For additional information on Erasmus+, please consult:

http://ec.europa.eu/programmes/erasmus-plus/index_en.htm.

Job description

The successful candidate will be assigned the post of Coordinator of the NEO in the Republic of Armenia. The Coordinator will be responsible for the implementation and coordination of the following activities:

- **Promotion, information, and follow-up** of the Erasmus+ programme, including organisation of information campaigns, maintaining a website on upcoming calls for proposals, promotion material and activities, etc.

- **Support and training for local potential applicants** interested in applying to Erasmus+, including the organisation of training sessions and ad-hoc consultations on how to prepare a competitive proposal, as well as on specific topics of the EU programmes covered.

- **Dissemination and exploitation of Erasmus+ project results, including** activities related to exploitation and mainstreaming of the project results, providing the EACEA, the EU Delegation in Armenia and the national authorities with contributions to studies, statistics, reports, etc., related to education, training, youth and sport.

- **Follow-up of higher education issues and activities of the Erasmus+ Higher Education Reform Experts (HEREs)**, including draft briefing papers and notes, as well as reports on the implementation and progress of projects in which the higher education institutions in the country are involved.

- **Administration of the NEO, including** managing the technical and administrative staff, monitoring the NEO budget and follow-up financial issues, and drafting NEO implementation reports.

- **Coordination**, including cooperation and reporting on data, statistics and other relevant information to the EACEA, the EU Delegation and national authorities in Armenia, establishing effective

working relations with the other NEOs in the Erasmus+ Partner countries and the Erasmus+ National Agencies in the Programme countries.

Requirements for the post

Minimum Eligibility Criteria

- Relevant academic degree (PhD would be preferable)
- Good knowledge of EU-funded programmes, preferably of Erasmus +
- Working experience in national public administration in the field of education and training or international organisations;
- Experience in international project management and coordination;
- Experience managing/coordinating a team;
- Excellent communication skills in English and Armenian

Essential requirements

- Ability to manage priorities;
- Good knowledge of the local environment in at least one of the following fields: higher education, vocational education and training, sport and youth sectors;
- Good analytical, communication, drafting and reporting skills;
- Strong motivation and commitment;
- Excellent computer literacy (word, excel, power point);
- Readiness to travel inside and, occasionally, outside the country
- Knowledge of another EU language would be an asset

Application procedure

Candidates must submit the below two documents in English:

- up-to-date detailed curriculum vitae (CV) in [Europass CV format](#);
- letter of motivation (2 pages maximum).

Applications must be sent by e-mail to neoarmenia@hesc.am. Please mention the following in your e-mail subject title: "Application – Coordinator NEO _Armenia."

Deadline for applications: 3 June 2025, 17:00 h (Yerevan time)

Non-compliance with the above requirements will lead to disqualification.

Selection Procedure

The selection of the candidates will be carried out by a Selection Committee composed of representatives of the Ministry of Education, Science, Culture and Sport, representatives of NGO and Education sectors and representatives of the EU Delegation to Armenia.

The selection will be organised in the following steps:

1. Admissibility and eligibility check of the applicants;
2. The Selection Committee will analyse the motivation letters and CVs of eligible applicants. Based on the evaluation, the Committee will establish a shortlist. All applicants will be notified of the Selection results. Only shortlisted applicants will be invited to a written test and an interview.

3. The Selection Committee will hold written tests and interviews with the persons shortlisted in order to assess the candidate's competencies, knowledge, and motivation required to perform the duties. The interviews shall take place in English. The date of the test and the interview will be announced separately.

The Selection Committee will then propose the name of the candidate to be confirmed.

In addition, a reserve list of candidates may be established.

Under no circumstances should candidates approach the Selection Committee members, either directly or indirectly, concerning this recruitment. The authority authorised to conclude contracts reserves itself the right to disqualify any candidate who disregards these instructions.

A policy of equal opportunities will be applied during the selection process. However, to avoid a conflict of interest, selection committee members will not evaluate candidates coming from their own institutions.

Conditions of employment

Indicative start date for employment

July 2025

Contract duration

30 December 2026 (until the end of the current Erasmus+ Working Programme 2025-2026)

Salary

The salary will be competitive, taking into account the candidate's seniority, experience, and qualifications.

Workload

Full-time position (100%). This position is not compatible with other employment.

Location

Yerevan, Armenia