



Job Title	<b>Coordinator (Programmes) International Office</b>
Department/Institute	<b>Partnerships Office</b>
Reporting to	<b>Director of Partnerships Office</b>
Main Objective	<b>To drive and manage International Programmes within the Partnership's Office</b>

1. To establish and maintain healthy relations with international, mainly European Union, institutions having a vision, a mission and objectives similar to the MCAST.
2. To be responsible for initiating, coordinating, monitoring and evaluating the College's international links, especially EU programmes – Lifelong Learning, Leonardo da Vinci, Socrates, Youth in Action and Seventh Framework Programme.
3. To coordinate the relevant arrangements for individual and / or group student exchanges, student mobility programmes both at the local and at the foreign levels.
4. To advise on and apply as appropriate the relevant regulations regarding the Bologna Process and the Copenhagen Process, including the European Credit Transfer System, working closely with the MCAST Registrar.
5. To develop and execute short-term and long-term mobility and exchange plans, to ensure a structured and planned approach that clearly links to the MCAST strategic plan.
6. To monitor the status of mobility and exchange programmes and take decisive and appropriate action as required.

7. To liaise with the Communications Office to ensure effective marketing and promotion of mobility and exchange programmes to MCAST students and staff.
8. To set appropriate feedback mechanisms to assess effectiveness of the international activities of MCAST.
9. To manage the MCAST's participation in international fairs, conferences, seminars and other activities in Malta and overseas.
10. To maintain an on-going positive working relationship with relevant international organizations.
11. To represent MCAST during international activities as approved by the Director of Partnership's office.
12. To liaise with all Institutes and determine the form, style and verbal presentation of information and other communication material used by MCAST in international activities so as to ensure uniformity and consistency.
13. To establish and maintain a good relationship with members of staff responsible for implementing activities at an international level and to exploit the potential results of such activities.
14. To lead/participate in management committees on matters related to international activities.
15. To keep oneself updated on developments in international education and training, particularly at European Union level.
16. To ensure a high quality/standard of work and service throughout.

17. To direct subordinates in meeting their work objectives.

18. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.