



Job Title	Projects Coordinator – Erasmus+ Projects & Mobility Office
Department/Institute	Office of Deputy Principal, Vocational and Professional Education and Training (Technology and Applied Sciences)
Reporting to	Director of Erasmus+ Projects & Mobility Office
Main Objective	To drive and manage

1. To lead and coordinate activities related to Erasmus+ KA1 and KA2 projects and ensure that they are implemented and completed entirely and properly.
2. To coordinate the relevant arrangements for individual and / or group student and staff exchanges, student and staff mobility programmes both at the local and at the foreign levels.
3. 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.
4. To monitor the status of mobility and exchange programmes and take decisive and appropriate action as required.
5. To liaise with the Communications Office to ensure effective marketing and promotion of mobility and exchange programmes to MCAST students and staff.
6. To set appropriate feedback mechanisms to assess effectiveness of the Erasmus+ activities of MCAST.
7. To maintain an on-going positive working relationship with relevant international organizations.

8. To represent MCAST during international activities as approved by the Director of Erasmus+ Projects & Mobility Office.
9. To liaise with all Institutes and determine the form, style and verbal presentation of information and other communication material used by MCAST in international Erasmus+ activities so as to ensure uniformity and consistency.
10. 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.
11. To lead/participate in committees on matters related to Erasmus+ activities.
12. To keep oneself updated on developments in international education and training, particularly at European Union level.
13. To establish and maintain healthy relations with international, mainly European Union, institutions having a vision, a mission and objectives similar to the MCAST.
14. To be responsible for initiating, coordinating, monitoring and evaluating the College's international links, especially EU programmes such as Erasmus+.
15. To ensure a high quality/standard of work and service throughout.
16. To direct subordinates in meeting their work objectives.
17. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.