

Head of International department

Principal Responsibilities:

- To set collaborations with abroad Universities (India, Vietnam, Sri Lanka, Turkey, Egypt, Lebanon)
- To act as point of contact for external visitors initiating collaboration with KIBIT
- To have knowledge of accreditation process of the External programmes in Ministry of Education
- To recruit abroad students for applying for exchange programmes
- To identify and organize events/conferences/activities to cultivate and maintain our relationship with our partners and contacts locally, regionally and internationally
- To research constantly better ways of positioning KIBIT in the local community and internationally.

Who we are looking for

You will develop and implement strategy of International department. Previous experience in a similar External relation role, gained within a Higher Education customer service environment would be desirable. You will need to have accreditation for this department in Ministry of Education. You will work with administrative team.

Competencies and Skills Used:

- Excellent verbal and written communication (including presentation) skills with an emphasis on translating concepts into compelling and easily understandable terms.
- Ability to represent KIBIT in a professional manner and easily communicate its mission to outside forums, including but not limited to the press and recruiting public.
- Multitasking

Essential Qualifications:

- PhD degree
- Ability to read, write and speak English fluently
- Computer skills (thorough working knowledge of Windows; proficiency in word processing, PowerPoint presentations, Excel spreadsheets)
- Excellent organizational, project management and implementation skills
- Excellent customer service skills
- Willing to travel as needed
- 2-4 years of direct involvement in handling external relations

If you meet all the requirements, please, send your resume [here](#) to dr. Olga Romanenko.