

Human Resource Office

In accordance with the Article 54, 63, and 65 of the Law for higher education (Official gazette of R. Macedonia no.35/08, 103/08, 26/09, 83/09, 99/09, 115/10, 17/11, 123/12, 15/13, 24/13, 41/14, 116/14, 130/14, 10/15, 20/15, 98/15, 145/15, 154/15 and 30/16) as well as Article 37 of the University Statute, the University announces the following:

CALL

For expression of interest for Dean of the Faculty of Law

Job purpose: To lead and inspire the Faculty in academic and research issues and to provide effective management of Faculty policies, processes and procedures; and to represent the Faculty and University to secure and maintain its success and good reputation.

In addition to the general requirements foreseen by the Law, the candidates must meet the following requirements:

Essential:

- PhD qualification
- Full Professor or Associate Professor level in a higher education environment or equivalent (Docent if no higher rank available and/or suitable)
- Evidence of successful research and publication in a relevant academic area
- Highly developed knowledge of subject-specific, professional trends and higher education activities on a state and national level in a relevant academic area

Desirable:

- Effective management and administration of an academic section/department
- Good knowledge of all the subjects and areas within the Faculty
- Knowledge of international subject-specific and professional trends in higher education and within the European Higher Education Area and Bologna guidelines

The candidates shall possess following skills and abilities:

Essential:

- Effective communication (oral and written) in at least two out of the three languages used at the University (Albanian, Macedonian, English) and contribution to the implementation of the Language Policy; international staff in English
- Ability to manage and motivate staff successfully
- Excellent interpersonal and communication skills, both oral and written
- Ability to analyse and use complex data effectively
- Excellent attendance and punctuality and effective use of working time
- Excellent organizational skills
- Ability to self-motivate, use initiative and creative thinking and work flexibly
- Ability to work well under pressure, solve problems and to meet deadlines
- Ability to use IT and University computer systems
- Ability to work positively and supportively with students
- Commitment and loyalty to the University and its mission as the highest priority
- Ability and willingness to travel when necessary

Application deadline

Call for expression of interest is open from **29.02.2016** until **24.06.2016**

Application through e-mail only: jobs@seeu.edu.mk

Address:

South East European University
Human Resource Office
Bul. "Ilinden", 335,
1200 Tetovo, Macedonia
Contact phone: 044 356 087