

EWB Ireland Job Description

Working with Engineers Without Borders (EWB) is a chance to join a global movement of people passionate about humanitarian science and engineering. EWB Ireland is a young dynamic organization which seeks to bridge the gap between academia, industry, non-governmental organisations (NGO's) and communities to give Irish engineers and scientists opportunities to learn about, and contribute to, sustainable development globally. We work with both undergraduates and professionals to improve life in developing countries through volunteering and technical advisory services. The annual EWB "Where There Is No Engineer" Design Challenge presents an opportunity for participants to design creative solutions to real life development challenges. EWB promote innovative design solutions and work directly with indigenous artisans, farmers and entrepreneurs to bring ideas from concept to reality.

Job Title	Program Manager, Maternity Leave Cover
Organisation	Engineers Without Borders Ireland
Location	Dublin, Ireland
Salary & Contract Duration	Maternity Leave Cover, Full Time Basis, Duration: 6 Months (Oct – March), €35,000 per annum.

Role Description: Engineers Without Borders Ireland (EWB) is currently seeking a Program Manager to cover maternity leave contract on a full-time basis commencing September 2022. The EWB Ireland Program Manager will be responsible for the overall implementation, administration, management, reporting and general strategic direction of EWB Ireland's activities across a range of programs. A specific role will be to work with a range of lecturers in Universities to deliver the "Where There is no Engineer" Development Education program (www.wherethereisnoengineer.org) The successful candidate will be based in Dublin. Remote hybrid working will be also considered. The candidate will report directly to the EWB board of Director's and will provide regular updates on the deliverables and project status as well as providing finance, budget oversight, and resource management.

Key Responsibilities include:

Development Education: Where There Is No Engineer (WTINE) Program

- Work with a range of lecturers in universities across Ireland to deliver the "Where There Is No Engineer" program according to their needs.
- Planning, design and delivery of all WTINE workshops and educational events to third level engineering, product design and architecture students both in-person and online.
- Manage all logistics and coordination of the program, including managing the involvement of EWB's international development and corporate partners and organisation of external speakers.
- Manage communications with WTINE participating students where required.
- Oversee the support services such as finance, administration, logistics to ensure the proper financial management systems, procedures, compliance and local HR policies are in place.
- Build awareness and engage schools, third-level institutions, societies, associations, etc. regularly around SDGs and development issues and Engineers Without Borders's global work.

Development of EWB Online Academy

- As part of the WTINE program, promote existing online educational course modules to enhance the students' learning experience, integrating materials and resources provided by EWB and international partners
- Manage administration relating to the universities' adoption of the EWB Online Academy

Management and Delivery of International Projects

- Work with EWB's overseas partners to manage and deliver international projects
- Hold regular project meetings with partners to ensure smooth and timely delivery
- Manage all finances relating to international projects

Financial & General Administration

- Ensure timely payment of invoices and bills to EWB suppliers
- Manage and respond to queries from EWB members and individuals who contact the organisation

Desirable Experience and Personal Attributes:

1. Third level qualification (level 8 or above) in education, science or engineering discipline, ideally with work experience supporting or coordinating international projects.
2. An ability to multitask whilst prioritizing deadlines.
3. Experience in workshop delivery and in engaging audiences, in a creative and informative way.
4. Excellent verbal and written communication skills in English and experience writing professional reports or proposals.
5. Proficient computer skills particularly in Microsoft office or equivalent.
6. The ability to think sideways.

The duties and responsibilities outlined in the job description are not meant to be definitive or restrictive and may be modified to meet the changing needs of the organisation. Candidates who demonstrate an ability to think sideways will be encouraged.

How to apply:

Application is by CV and cover letter to Declan Alcock at info@ewb-ireland.org

For more information on Engineers Without Borders see www.ewb-ireland.org

Applicants must have a valid work permit at the time of applying to enable them to work in Ireland.

Closing date for applications: 23rd September 2022.

EWB Ireland is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, colour, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic.