

The German Business School is the first unique Business School in Tunisia applying German Standards for executive education together with its partner University of Applied Management in Mannheim (Business School of HdWM). The GBS ensures with its international professional team a sustainable, strategic vocational management training for future managers in EMEA.

GBS mission is to develop, to promote and to strengthen the educational needs in consideration of cultural background to make them able to operate in the international business, whereat the English language is a must in communicating. Therefore GBS aim is to challenge the potential of leaders adding significant value to their further career in English language, in Business and in Research. To expand the Education Business Strategy in EMEA, GBS is looking for EMBA Program Manager in Tunis.

<b>Job Title:</b> EMBA Program Manager
<b>Institution:</b> German Business School in Tunis
<b>Directly responsible to:</b> Director Programs & Business Development EMEA, reporting on a day-to-day basis
<b>Supervisory responsibility for:</b> MBA Program, Cohort Tutor/Administration staff; Marketing, Procurement and EMBA Students
<b>Contacts External:</b> Prospective Students, External Examiners, Alumni, other Academic Institutions; Public Authorities, Business Organisations, Partners
<p><b>The Role:</b></p> <p>The role holder will be a key member of a successful team and will be responsible for ensuring the smooth running and continued development of the professional services that support the EMBA Committee. The main purpose of the role is therefore to ensure highest professional service standards are provided for the committee; to have shared responsibility for the student experience; to provide effective communications across and to ensure a high level of support for the EMBA team.</p> <p>This will include the provision of high quality direct services in relation to program delivery, academic administration and student support and ensuring the additional services provided at faculty and university level are of a suitable standard and quality for the EMBA committee. Accessed services currently include marketing, admissions, financial management, careers management, alumni services, partnerships and project placements.</p>

The EMBA committee sits within the German Business School alongside the School's other cross-faculty programs at HdWM University of Applied Management in Mannheim Germany and UIT International University of Tunis. The EMBA Program Manager will be responsible to the GBS Administration, Marketing, Procurement, Business Organisations, and Partners; day-to-day and strategic direction will be provided by the Director Programs & Business Development EMEA.

As part of the EMBA team the EMBA Program Manager will have shared responsibility for ensuring that the GBS EMBA achieves the objectives of a leading Business School in EMEA. The role holder will be expected to operate with a high degree of autonomy within the approved brand and strategy.

**Major Duties:**

The post holder will act as Program Manager for all variants of the EMBA Programs and Languages, currently:

- The Executive MBA in Tunisia
- The Executive Business Certificates in Tunisia
- The Executive Technical Certificates in Tunisia
- The Language Courses in Tunisia

As such, the role requires regular and frequent communication to the Director Programs & Business Development EMEA to ensure each of the duties which will be explained in a personal interview is performed appropriately for each of the EMBA Program.

**Minimum Education and Experience Requirements**

Master's degree in Business Administration or Economics, or related field with min. 5 years of international industrial work experience.

English Language is a must, German, French and Arabic Languages is a plus but not essential.