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DIGIWAVE

## CALL FOR VACANCY

### Ad hoc Staff – E-learning & Digital Training Programme Expert Project: DigiWAVE

CAWTAR invites qualified experts to express their interest for an **ad hoc staff position** in the framework of the **DigiWAVE Project**, co-funded under the Interreg NEXT MED Programme.

#### 1. Project Background

The **DigiWAVE Project** aims to strengthen women's access to employment and entrepreneurship opportunities by enhancing **digital, innovation, and transversal skills**, through a **hybrid and transnational training programme** combining face-to-face activities, e-learning, and a Massive Open Online Course (MOOC).

Within this framework, CAWTAR is responsible for the **design, coordination, and implementation of the DigiWAVE e-learning and digital training components**, capitalising on its existing e-learning infrastructure developed under previous projects.

#### 2. Objective of the Assignment

The objective of this assignment is to **design, co-create, implement, and continuously update the DigiWAVE digital training ecosystem**, including:

- A **transnational e-learning platform**
- A **multilingual training programme**
- A **free, self-paced MOOC**, open to the public

The expert will work in close coordination with CAWTAR, DigiWAVE partners, and external stakeholders to ensure pedagogical quality, usability, sustainability, and alignment with project objectives.

#### 3. Scope of Work and Key Tasks

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Under the supervision of CAWTAR and in coordination with DigiWAVE partners, the selected expert will be responsible for the following tasks:

### A. Training Programme Design & Co-Creation

- Participation in and contribution to an **international co-design workshop in Jordan** to jointly define the training architecture, learning pathways, and content structure.

### B. E-learning Platform & Digital Content

- Contribution to the **design and co-development of the DigiWAVE e-learning contents**, using CAWTAR's existing e-infrastructure.
- Coordination of content development in the following areas:
  - E-learning pedagogy and instructional design
  - UX/UI design
  - Community management and interactive learning
  - Supervision of the production of digital resources in multiple formats- (Videos, Presentations, Text-based modules, Infographics, Quizzes and interactive forums)

### C. Multilingual & Transnational Dimension

- Coordination of the adaptation and integration of content in **five languages: English, Arabic, French, Spanish, and Greek**.
- Ensuring consistency, accessibility, and quality across all language versions.

### D. MOOC Development

- Coordination of the **design and development of a free Massive Open Online Course (MOOC)** based on the DigiWAVE training resources.
- Adaptation of the training materials to a **self-paced learning format**, allowing free access to an unlimited number of learners.

### E. Continuous Improvement & Evaluation

- Continuous update of the e-learning platform with new resources and content.

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- Integration of feedback and results from periodic evaluations to improve usability, learning outcomes, and user engagement.
- Contribution to reporting, documentation, and knowledge capitalization activities related to digital outputs.

### 4. Expected Outputs

- A **joint transnational e-learning courses/contents**, hosted on CAWTAR's existing infrastructure.
- A **free, self-paced MOOC**, accessible to the general public.
- Periodic updates and improvements of the platform and content throughout the project duration.

### 5. Duration & Contractual Modalities

- **Type of contract:** Framework contract – Ad hoc staff
- **Total workload:** 294 person-days
- **Daily rate:** 100 EUR / day (including all taxes and charges)
- **Total duration:** January 2026 – 23 June 2028
- **Duty station:** Tunis, with travel to project events (including Jordan) as required
- **Payment:** Based on validated timesheets, in accordance with project rules

### 6. Required Qualifications & Experience

#### Mandatory Requirements

- Advanced university degree (Master's or equivalent) in:
  - Digital learning, instructional design, education technologies, ICT, or related fields.
- Proven experience in:
  - Design and coordination of **e-learning platforms and digital training programmes**

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- Development of **online courses and MOOCs**
- UX/UI design and community management in digital learning environments
- Experience working on **EU-funded or international cooperation projects**.
- Proven capacity to work in **multicultural and multi-partner contexts**.

### Language Skills

- Excellent command of **English and French** (written and spoken).
- Knowledge of **Spanish, or Greek** is a strong asset.

### 7. Application Procedure

Interested candidates are invited to submit:

1. **Curriculum Vitae** (maximum 3 pages)

Applications must be sent **before December 15<sup>th</sup>, 2025 4 PM (Tunis Time)** by email to: [nifel.mahjoub@cawtar.org](mailto:nifel.mahjoub@cawtar.org) with cc to [hedi.finance@cawtar.org](mailto:hedi.finance@cawtar.org) or or directly to the CAWTAR registry office ([CAWTAR address link](#)), with the subject line:

**“DigiWAVE – E-learning & Digital Training Programme Expert”**

### 8. Important Note

Submission of an application does **not** constitute any entitlement to be awarded the contract. The contract will only enter into force once duly signed by both parties, in accordance with the rules of the DigiWAVE project and the Interreg NEXT MED Programme.

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