

## ACADEMIC YEAR 2023/24

### Call for Application - Tutor for the International Master in Public Procurement Management of the University of Rome Tor Vergata (IMPPM)

The International Master in Public Procurement Management is a full time, advanced, postgraduate Master Programme organised by the Department of Economy and Finance, together with the Departments of Law and Industrial Engineering of Tor Vergata University in Rome, Italy, and sponsored by the European Bank for Reconstruction and Development (EBRD), with the support of Central European Initiative (CEI) and with the patronage of the Ministry of Economy and Finance (MEF).

The Master runs from end of February to July with classroom lectures followed by distance learning and a mandatory, professional internship in a company or institution.

Classes are all taught in English, therefore language proficiency is required to successfully attend the courses and to actively participate in all the learning activities.

For the Academic Year 2023-2024, IMPPM offers a **tutorship of 100%** on the Master's tuition fees. You will get exemption from the university fees (amounting to 8.000€) while being enrolled to an international second level master, recognized worldwide.

#### Benefits

As tutor of the IMPPM you will have the chance to work and study in an international environment and get in touch with procurement professionals and lecturers from all over the world.

You will have the chance to live a wonderful human experience which will allow you to create an international network of professionals, with whom exchanging information, experience and best practices from different countries and realities.

Those that acted as tutors in previous editions had wonderful experiences in institutions such as the European Bank for Reconstruction and Development (EBRD), Consip, KPMG, IFAD, Caribbean Development Bank and now either work permanently in International Financial Institutions or consultancy firms, or are attending prestigious PhD programs.

#### Tutor's tasks

As a tutor you will be working in the IMPPM office as support for the master secretariat, from November 2023 to September 2024. Tasks:

- Answering to e-mails

- Checking requisites and documentation of applicants to the master and managing interviews with the Director of the Master
- Communicating with lecturers and Embassies
- Helping in the organization of the events related to the master (opening ceremony, Global Procurement Conference and International Symposium on Public Procurement)
- Managing social media (Twitter, LinkedIn)
- Managing IMPPM website (<https://www.masterprocurement.eu/>)
- Preparing documentation (admission letters and other formal documents needed)
- Welcoming the students, supporting them with the communication with Campus X, where they will live for the duration of the master, and with all the necessary documentation for their staying in Italy (Residency permit, fiscal code, etc...)
- During the lecture period, you will be in charge of preparing the class material, taking care of the attendance registry, communicating with the lecturers and in general managing the classroom
- Assistance with *ad hoc* duties assigned
- And of course attending classes and studying for exams 😊

## Requisites and Eligibility

At the time of application, interested candidates must hold at least a master's degree\* (*Laurea Magistrale, Laurea Specialistica or Laurea vecchio ordinamento*, or an equivalent University degree).

Knowledge of Italian language is a necessary requirement (language level will be evaluated during the interview), as well as good oral and writing communication skills in English.

## Application procedure

Interested candidates shall send their CV to [public.procurement@uniroma2.it](mailto:public.procurement@uniroma2.it) and [annalisa.castelli@uniroma2.it](mailto:annalisa.castelli@uniroma2.it).

\*Master's degree from any field will be taken into consideration