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## Call for Applications: Selection of Administrative Staff for Erasmus+ KA171 Mobility Programme

Afro-American University of Central Africa, is pleased to announce a call for applications for administrative staff wishing to participate in mobility activities under the Erasmus+ KA171 – International Credit Mobility programme.

### 1. Purpose of the Call

The aim of this call is to select administrative staff who will engage in a training or job-shadowing mobility at the **University of Lleida (UdL)**. This mobility seeks to enhance professional skills, promote international cooperation, and foster the exchange of good practices within the framework of the UdL's International Week.

### 2. Eligibility Requirements

Applicants must meet the following criteria:

- Be employed as administrative staff at **Afro-American University of Central Africa** at the time of application and throughout the mobility period.
- Perform duties relevant to the objectives of the mobility (e.g., international relations, academic support services, student services, finance, administration, etc.).
- Possess sufficient English proficiency (or the working language of the host institution).
- Demonstrate motivation and the potential impact of the mobility on both the applicant's professional development and the institution.

### 3. Selection Criteria

Candidates will be evaluated based on:

- **Motivation letter** (clarity, relevance, expected impact).
  - **Professional profile** and relevance of current duties to the proposed mobility.
  - **Previous participation** in Erasmus+ mobility (priority may be given to applicants with no prior mobility experience, depending on institutional policy).
  - **Institutional needs** and alignment with the objectives of the KA171 partnership.
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#### 4. Application Procedure

Interested applicants must submit the following documents:

1. **Motivation letter** explaining objectives and expected outcomes of the mobility.
2. **Curriculum Vitae** (preferably in Europass format).
3. **Approval from the applicant's department or supervisor.**

Applications must be submitted by email to [asist.rector@aaucauniversity.com](mailto:asist.rector@aaucauniversity.com) no later than **2<sup>nd</sup> December 2025**.

#### 5. Mobility Duration and Funding

- Mobility activities will last 5 working **days**, excluding travel time.
- Selected participants will receive an Erasmus+ grant, which includes:
  - **Individual support** (daily subsistence allowance).
  - **Travel support**, calculated according to Erasmus+ distance bands.

#### 6. Responsibilities of Selected Participants

Participants must:

- Carry out the approved mobility programme at the host institution.
- Submit all required documents (mobility agreement, travel documents, certificates, final report, etc.).
- Participate in dissemination activities upon return, as required by the institution.

#### 7. Selection and Notification

Applications will be evaluated by the Erasmus+ Selection Committee of Afro-American University of Central Africa.

The final list of selected candidates and the reserve list will be published on **notice board** by **3<sup>rd</sup> December 2025**.

#### 8. Additional Information

For questions or assistance, please contact:

**Rector's Cabinet**

Email: [asist.rector@aaucauniversity.com](mailto:asist.rector@aaucauniversity.com)

**The Rector**  
**Paulo Speller**

