

UNIVERSITÉ FRANÇAISE D'ÉGYPTÉ IS RECRUITING ITS CONTINUING EDUCATION MANAGER

Founded in 2002, Université Française d'Égypte (UFE) is a national / Ahleya University under the dual supervision of the Egyptian and French Ministries of Higher Education and Research. It offers a promise to the new generation of pathfinders – a promise of unparalleled high-quality educational programs, solid integration into the job market, and a commitment to securing a professional future. The hub of French higher education in Egypt, UFE offers a multicultural experience, providing degrees from renowned French universities accredited by France's Ministry of Higher Education and Research.

With tremendous support from both the Egyptian and French governments, UFE is preparing to move to a new campus with a total area that exceeds thirty Fidan. The top-notch campus, with its superb design, is expected to receive students starting in the academic year 2026–2027, which will be a paradigm shift in UFE's educational and student life offerings alike.

THE POSITION

UFE seeks a highly talented and dynamic **Continuing Education Manager** to join its team on a **full-time basis, starting the academic year 2026-27**. Reporting directly to the President, the Manager will design, launch, and lead UFE's continuing education offerings — professional and executive programs, corporate training, digital and blended learning, and lifelong learning pathways — ensuring their quality, attractiveness, and financial sustainability. Operating within UFE's bilingual Franco-Egyptian model, the successful candidate will bridge faculties, French partner universities, and the professional and corporate world, and must be fully trilingual — able to work seamlessly in English, French, and Arabic across program development, partnerships, and client-facing contexts.

Key Responsibilities

1. Continuing Education Strategy & Portfolio Development

- Develop, in coordination with the President and Vice President, a strategy and multi-year action plan for UFE's continuing education, executive education, and lifelong learning offer, aligned with the university's mission, French partner requirements, and national regulations.
- Design, launch, and continuously improve a portfolio of short courses, professional certificates, diplomas, masterclasses, and executive programs, in coordination with Faculty Deans and French partner universities.
- Monitor emerging skills needs and demand from the Egyptian, regional, and international labor markets, and recommend new programs after assessing their relevance, feasibility, and financial viability.
- Benchmark UFE's offerings, formats, pricing, and positioning against peer Egyptian (Ahleya and private) and international universities and continuing education providers, and advise accordingly.

2. Professional & Executive Programs

- Manage the full life cycle of each program — from design, promotion, and enrollment through delivery, assessment, certification, and alumni follow-up.
- Recruit, assign, and manage part-time lecturers (vacataires), visiting professors, and industry practitioners to ensure full and high-quality course coverage.
- Ensure a high-quality learner experience for adult and working learners, including flexible schedules (evening, weekend, and intensive formats) and dedicated learner support.

- Monitor learner satisfaction, completion rates, and professional outcomes, and lead evidence-based improvements.

3. Corporate & Institutional Partnerships

- Develop and maintain relationships with companies, ministries, public bodies, professional associations, NGOs, and international organizations to identify training needs and design tailored in-company and institutional programs.
- Prepare proposals, quotations, and agreements for corporate and institutional clients, in coordination with the finance and legal functions.
- In collaboration with the Vice-President for Research and Partnerships, leverage UFE's French consortium and international partners to co-develop and co-deliver programs and certifications.
- Represent UFE in professional networks, fairs, and external forums related to continuing education, professional training, and lifelong learning.

4. Digital & Blended Learning

- Lead the design and roll-out of online, hybrid, and blended programs, including micro-credentials and digital badges.
- In coordination with the IT function, select and manage learning platforms and digital tools that support scalable, high-quality, and accessible learning experiences.
- Support faculty and trainers in instructional design, adult-learning methods, and the effective use of learning technologies.
- Explore the use of innovative approaches — such as artificial intelligence, simulations, and learning analytics — to enhance engagement and outcomes.

5. Quality Assurance, Accreditation & Lifelong Learning Frameworks

- Ensure that all continuing education programs comply with Egyptian regulations and, where applicable, the requirements of French partner universities and the Supreme Council of Universities.
- Establish and apply clear policies and procedures for admission, assessment, certification, and credit transfer, and for the recognition of prior learning and professional experience (such as VAE — validation des acquis de l'expérience), aligned with Egyptian and French frameworks.
- Lead quality assurance, self-assessment, and program evaluation processes specific to continuing education.
- Ensure that academic policies, regulations, and procedures for continuing education are current, well-documented, and consistently applied.

6. Marketing, Financial Performance & Reporting

- Develop and implement a marketing and recruitment plan — including digital channels, alumni, and corporate networks — in coordination with the communications and marketing department, to raise visibility and enrollment.
- Prepare business plans, pricing models, and budgets for each program; monitor revenue, costs, and margins; and contribute to diversifying UFE's income streams, in coordination with the finance function.
- In collaboration with the Vice-President for Research & Partnerships, identify opportunities for regional and international learners and partners, particularly in Africa.
- Prepare, monitor, and present activity, performance-indicator, and financial reports to the President and governing bodies, and ensure effective coordination between academic units, admissions, registrar, finance, and administrative departments.

Education and Experience

- Educational Background: Master's degree (PhD is a strong asset) from a recognized university, in education, higher-education management, adult learning, business administration, or a related field.

- A minimum of 5 years of progressive professional experience in continuing education, executive education, professional training, or lifelong learning, including at least 2 years in a program management or leadership role.
- Demonstrated success in designing, launching, and running professional or executive programs and/or corporate training, with measurable results in enrollment, revenue, and learner satisfaction.
- Experience in designing and delivering online, hybrid, or blended learning; familiarity with learning management systems and instructional design.
- Experience working with international partner universities or organizations — familiarity with the French higher education and continuing education system (formation continue, VAE) is a strong asset.
- Full professional fluency in English, French, and Arabic is required (trilingual). The Manager must be able to draft proposals and program material, lead meetings, and conduct correspondence and client interactions in all three languages.
- Strong business development, negotiation, communication, and interpersonal skills; sound judgment; and a genuine commitment to lifelong learning and academic excellence.

Profile Sought

The ideal candidate demonstrates:

- A trilingual profile with full working proficiency in English, French, and Arabic.
- An entrepreneurial, results-driven mindset, with initiative, commercial awareness, and an unwavering commitment to delivering results.
- Ability to manage multiple programs, clients, and projects simultaneously, with attention to detail and deadlines.
- Proven ability to build bridges between faculties, administration, corporate partners, and international institutions.
- Strong organizational, analytical, digital, and change-management capabilities.
- Integrity, cultural sensitivity, and the ability to thrive in a Franco-Egyptian academic setting.

The application should include

- Cover letter specifying the motivation for the position.
- Curriculum vitae.
- At least, three reference letters.

The cover letter and CV should be submitted in French or English.

Any application that does not include all the documents listed above will be considered inadmissible and will not be reviewed.

For further information, please get in touch with the President:

presidence@ufe.edu.eg

Applications should be sent to:

presidence@ufe.edu.eg

hr@ufe.edu.eg

Deadline to apply: October 15th, 2026