



European Association for  
Quality Assurance in Higher Education

ENQA is currently looking for a  
**Project Manager**  
for its office in Brussels.

The European Association for Quality Assurance in Higher Education (ENQA) is a membership organisation which represents higher education quality assurance agencies at the European level and internationally. ENQA provides a variety of services and activities for members including contributing expertise, conducting studies, cooperating in international projects and coordinating external reviews of quality assurance agencies. More information on ENQA and its activities can be found on the [ENQA website](#).

**Position:** Project Manager

**Duration:** Permanent

**Type:** Full time

**Start:** As soon as possible

**Deadline for applications:** 23 June 2023 (please note that applications will be reviewed on a rolling basis before the deadline so you are advised to apply as soon as possible)

ENQA is looking to hire a Project Manager for its office in Brussels. This position involves managing ENQA's contribution to international projects and policy-making. This will specifically include an initiative on the Harmonisation of African Higher Education, Quality Assurance and Accreditation (the HAQAA3 Initiative). This initiative follows on from two previous phases HAQAA. Further information is available here: <https://haqaa2.obsglob.org/>

### Responsibilities

Under the overall supervision of the Director, the key responsibilities for the post are to manage ENQA's input to international projects, including:

- Organise, coordinate and contribute to projects coordinated by ENQA including support in preparation of applications, project management, and project reporting;
- Contribute to the implementation of specific activities for projects in which ENQA is a partner;
- Build and maintain relationships with project partners and represent ENQA in project teams;
- Contribute to ENQA's input to policy-making at European level and internationally;
- Contribute to ENQA's other activities as needed e.g. working groups, events and webinars, statutory activities, agency reviews.

The position will specifically include management of ENQA's input to the third phase of the HAQAA Initiative, in which ENQA's tasks include:

- Training a technical team in Africa to implement external reviews of quality assurance agencies
- Offering guidance to the technical team in Africa throughout the planning and implementation of

- the external reviews of quality assurance agencies and related activities (including training of agencies and experts)
- Providing input to the preparation and implementation of the HAQAA training courses on external quality assurance
- Coordinating policy dialogue between appropriate bodies in Africa and Europe

## Requirements

- A higher education degree or equivalent experience
- At least three years of relevant working experience including in managing international projects
- Knowledge of European higher education and quality assurance
- Knowledge of higher education and quality assurance in Africa is a definite advantage
- Excellent communication and language skills (written and oral) in English and French
- Ability to manage a range of activities simultaneously, adjust priorities as required, work under pressure and keep to set timelines
- Independent worker and team player with a positive attitude
- Good analytical and presentation skills
- Good IT skills (Microsoft office, Internet, online communication and meeting tools)
- Willingness to travel within and outside Europe (including to Africa)

The ENQA office is located in Brussels with a usual expectation of at least two days a week presence in the office. However, ENQA is open to discussing flexible working arrangements for this position, given the international nature of the work. Candidates are asked to indicate their preferred working arrangements in their application.

ENQA provides an exciting international working environment, with a small and dynamic team where individual initiative and teamwork are both highly valued. ENQA offers a competitive monthly gross salary of 3000-3400 EUR depending on experience, and an attractive benefits package.

## How to apply?

Please send a detailed CV and a motivation letter outlining your suitability for and interest in this position and indicating the earliest possible starting date to Anaïs Gourdin at [anais.gourdin@enqa.eu](mailto:anais.gourdin@enqa.eu).

The deadline for applications is **23 June 2023**. Please note that applications will be reviewed on a rolling basis before the deadline so you are advised to apply as soon as possible.