

EUA has an immediate opening for a Policy & Project Officer for its Institutional Development Unit

Established in 2001, the European University Association (EUA) represents more than 800 universities and national rectors' conferences in 48 European countries and is the independent voice of Europe's universities.

More info on EUA's activities, members, governance, priorities and staff can be found at www.eua.eu.

EUA is now seeking to recruit a highly motivated professional to work on the Association's activities relating to quality assurance of higher education. This includes coordinating projects and events on quality assurance, contributing to the management of EUA's Institutional Evaluation Programme (IEP) and taking part in developing EUA's policies in this area.

THE POSITION WILL CONTRIBUTE TO:

- the management of EUA's Institutional Evaluation Programme (preparing steering committee meetings and ensuring the implementation of its decisions, preparing and monitoring the work of evaluation teams and planning communication and promotion);
- the management and activities of EUA's quality assurance projects (development of project proposals and contents, implementation, including reporting and financial management);
- the content, design and implementation of EUA's quality assurance events;
- policy work (including monitoring, information gathering, drafting and presentation of reports and briefings);
- a wide range of other tasks, as they emerge, such as liaising with EUA members and outside partners, preparing information and background materials, representing EUA at external meetings and events, etc.

The position will require travel in Europe.

BACKGROUND, QUALIFICATIONS AND SKILLS

- You possess a higher education second-cycle degree (Master's);
- You have at least two years of proven professional experience in a higher education institution (or quality assurance agency), and have a good knowledge of the European Higher Education Area; experience in quality assurance is a definite asset;
- You have project management experience, in a multicultural and multilingual environment;

- Your English and a second European language are excellent, both in writing and speech;
- You express yourself confidently both in writing and verbally and have demonstrated experience in drafting documents, reports, etc. and public speaking in English;
- You display sound analytical and organisational skills and work well independently, as well as in a team, sometimes against tight deadlines.

WHAT EUA OFFERS

The Association offers a permanent contract under Belgian law and an attractive remuneration package, including the full reimbursement of public transport costs, medical insurance, lunch vouchers and a pension scheme.

Although staff currently work from home a majority of the time due to the Covid-19 crisis, the position is based in Brussels and the successful candidate will be expected to relocate if not already based in Brussels.

EUA's dynamic and committed staff members come from across Europe and beyond and the Association highly values its diversity. The office is conveniently located in the European Quarter near the Merode metro station.

HOW TO APPLY

If your profile matches the requirements for the role, please email your CV (no Europass format) and a concise motivation letter, quoting your salary expectations, to recruitment@eua.eu.

Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis. Deadline: 31 March 2022.

EUA regrets that it is unable to acknowledge all applications received.

EUA asks applicants to refrain from contacting individual members of the decision-making body during the application process via social media or by other means.

Please note that only suitable candidates will be invited for an interview.



The European University Association (EUA) represents around 850 universities and higher education associations in 48 countries. Located in Brussels, the EUA secretariat is comprised of more than 35 staff members; EUA's mission is to promote the development of a coherent system of education and research at the European level through studies, projects and services to members.