



European Association for
Quality Assurance in Higher Education

ENQA is currently looking for an
Administrative Officer
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: Administrative Officer

Duration: Permanent contract

Type: 80% to 100%

Start: as soon as possible

Deadline for applications: 30 November 2021, applications will be considered on a rolling basis

ENQA is looking to hire an Administrative Officer for its office in Brussels. This position will provide vital support for the smooth running of the Secretariat, currently a team of seven staff members. It also involves a close working relationship with ENQA members and international partners.

Responsibilities

The Administrative Officer's key responsibilities are to:

- undertake general clerical duties: post, managing enquiries, filing, archiving, managing agendas, drafting and processing correspondence, booking travel, etc.
- manage general office administration: dealing with telecommunication providers, liaising with building owners and Belgian authorities, purchasing supplies and equipment etc.
- support the organisation of events and meetings (physical and online) with all administrative needs, including liaising with hosts; arranging logistics, catering and accommodation or preparing digital platforms; preparing materials; managing registrations and communicating with participants;

- provide basic financial support such as preparation and filing of invoices, manage travel claim forms, etc;
- provide administrative support for ENQA's role in international projects;
- provide general editorial support for preparing ENQA documents and publications;
- maintain and update ENQA's databases and the website;
- contribute to ENQA's communication activities, such as preparing and sending out mailings, posting on ENQA's social media accounts;
- fulfil other administrative duties as they arise.

Requirements

- a post-secondary education qualification or equivalent training and work experience;
- at least 2 years' experience in a similar position, including experience of working in an international environment, ideally in the non-profit sector or with a membership organisation;
- excellent IT skills (Microsoft Office, Internet, digital communication and videoconferencing tools), experience of managing databases and using website content management systems and mailing tools is considered an advantage;
- experience of communication activities (design, editing, social media etc.) is considered an advantage;
- excellent communication skills, including native or near-native command of English and good knowledge of French (written and oral);
- ability to manage a range of activities simultaneously, adjust priorities as required, ability to work under pressure and to keep to set timelines;
- excellent interpersonal and problem-solving skills;
- highly motivated, fast learner, reliable, with keen attention to detail;
- independent worker and team player with a positive attitude;

The position is based in the ENQA office in Brussels. Although staff are currently working from home due to the Covid-19 pandemic, a gradual return to the office is foreseen for the coming months with the possibility to maintain some flexibility between office and home working. The successful candidate would be expected to re-locate to Belgium if not already based here.

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 monthly gross salary between 2,300 and 2,600 EUR for a full-time position, depending on experience, and an attractive benefits package.



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How to apply?

Please send a detailed CV and a motivation letter outlining your suitability for and interest in this position to Anaïs Gourdin at anaïs.gourdin@enqa.eu indicating the earliest possible starting date. Please note that due to the expected high number of applications only short-listed candidates will be contacted.

The deadline for applications is the **30th of November 2021**. However, candidates are strongly encouraged to apply as soon as possible as applications will be considered on a rolling basis and the selection process will be closed as soon as the right candidate is found.

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