



European Association for
Quality Assurance in Higher Education

ENQA is currently looking for a
Project 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: Project Officer

Duration: Permanent contract

Type: Full time

Start: As soon as possible

Deadline for applications: 7 November 2021

ENQA is looking to hire a Project Officer for its office in Brussels. This position involves a close working relationship with ENQA members and international partners by coordinating ENQA's contribution to projects and initiatives in the quality assurance of higher education and contributing to ENQA's other services to members.

Responsibilities

The Project Officer's key responsibilities are to:

- 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;
- coordinate external reviews of quality assurance agencies and participate in related activities;
- contribute to ENQA's communication activities in line with the communication strategy;
- prepare, coordinate and participate in events and meetings as needed;
- draft and edit reports and other documents;
- contribute as needed to ENQA's other activities, potentially including ENQA working groups
- fulfil other reasonable duties as they arise.

Requirements

- Higher Education Degree or equivalent 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 within a membership organisation;
- experience with managing European Union funded projects;
- excellent IT skills (Microsoft Office, Internet, digital communication and videoconferencing tools);
- excellent communication skills, and excellent command of English (written and oral);
- ability to manage a range of activities simultaneously, to adjust priorities as required, 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;
- willingness to travel occasionally mainly within Europe.

Advantageous

- knowledge of quality assurance of higher education;
- experience of communication activities (design, editing, social media etc.)

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 (currently seven staff members) where individual initiative and teamwork are both highly valued. ENQA offers a monthly gross salary between 2,600 and 3,000 EUR, depending on experience, and an attractive benefits package.

How to apply?

Please send a short CV and motivation letter outlining your suitability for and interest in this position to Anais Gourdin at anais.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 **7th of November 2021**. Interviews are expected to take place in the second half of November in Brussels or online.

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