

EUA is looking for a

PROJECT & POLICY OFFICER (Research and Innovation)

EUA is seeking to recruit a motivated professional to implement a wide range of university-related activities aimed at strengthening the capacity of universities in the field of research and innovation and their representation at European policy level. The position involves gathering information from the EUA membership and other relevant sources, the organisation of meetings and events and building relationships with external partners to provide evidence-based support for policy development. The work relates specifically to the implementation of activities in the framework of Open Science including the EUA Roadmap on Research Assessment, the EUA Roadmap on Open Access, citizens' science and the engagement of universities in this area.

The role and tasks of the Policy Officer, reporting to the R&I Director, include:

- Gathering, processing and analysis of information from EUA membership and other relevant sources for evidence-based policy development. This may include, for example, survey implementation, data analysis and reporting, contributing to the development of project proposals, implementation of their activities and management, including budgetary matters and reports;
- Liaising with EUA members and relevant outside partners;
- Preparing and organising events and meetings;
- Producing information material both within the R&I activities and projects, and for outside partners, e.g., EUA website, newsletters;
- Contributing to the development of EUA R&I, evidence-based policy work and positions;
- Assisting and representing EUA at internal and external meetings and events;
- Other tasks as requested.

Background, qualifications and skills

- You possess a higher education degree (doctorate or equivalent research experience);
- You have at least 2 years of relevant international experience;
- You have a thorough knowledge of R&I areas (preferably at the European level) and are familiar with the university sector;
- You have sound analytical skills and are familiar with data management and reports preparation, including survey design and implementation;
- You have the confidence to relate to senior university leaders;
- Your English and a second European language are excellent, both in writing and speech;
- You have the ability and the confidence to represent the views of a membership organisation in European meetings and events;
- You work well independently, as well as in a team.

What we offer

The Association offers a contract under Belgian law and a competitive remuneration package, including the full reimbursement of your public transport costs, lunch vouchers and a pension scheme.

Our dynamic and committed staff members come from across Europe and beyond and we highly value our diversity. Our office is conveniently located in the European Quarter near the Merode metro station.

How to apply

If you feel that you have the skills and competences for the job and could fit into our team, please email your CV and a motivation letter, quoting your salary expectations, to HR@eua.eu.

Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis. Deadline: 31 May 2018.

EUA regrets that we are unable to acknowledge all applications received.