

## EUA has an immediate opening for a Human Resources Officer (part-time 60%)

The European University Association (EUA) is looking for an experienced and versatile human resources professional to provide HR support to the 40+ members of staff of the Association. The successful candidate will report to the head of Finance & Administration and the Secretary General. The position is based in EUA's Brussels office.

### **ROLE AND TASKS**

- Acting as a daily point of contact for employees for all HR-related questions;
- Managing payroll and benefits;
- Supporting the Unit Directors with the recruitment of staff, including drafting job advertisements, screening applications, interviewing, preparing contracts and onboarding;
- Overseeing immigration procedures (where relevant) and providing assistance with relocation;
- Managing the annual performance review process;
- Taking responsibility for the implementation of occupational health and safety procedures;
- Ensuring accuracy and completeness of staff information in all systems; maintaining attendance and leave records;
- Monitoring the relevant social legislation and providing advice on its implementation; and
- Updating HR policies and procedures, ensuring their compliance with Belgian social legislation and the adherence of staff.

### **BACKGROUND AND QUALIFICATIONS**

- Minimum five years of experience in a generalist HR role, preferably in an international environment;
- Good knowledge of Belgian social legislation;
- Proven experience in managing payroll;
- Fluent in either French or Dutch, both verbal and written, as well as in English (the working language of the Association);
- Good writing skills and proven experience in drafting documents, reports, etc. in English;
- Excellent interpersonal skills, ability to work independently and in a resourceful, flexible and hands-on manner.

### **WHAT EUA OFFERS**

The Association offers an open-ended contract (60%) under Belgian law and an attractive remuneration package, including the full reimbursement of public transport costs, lunch vouchers and a pension scheme.

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 you feel that you have the skills and competences for the job and are a good fit for the EUA team, please email your CV and a concise motivation letter, quoting your salary expectations (FTE), to [recruitment@eua.eu](mailto:recruitment@eua.eu).

Interviews for this vacancy will start on 21 November 2022. The successful candidate will be expected to start as soon as possible.

The deadline to apply is 25 November 2022.

Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis.

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

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 49 countries. Located in Brussels, the EUA secretariat is comprised of more than 40 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.