

EUA is seeking to recruit a Deputy Secretary General

INTRODUCTION TO EUA

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.

EUA plays a crucial role in the Bologna Process and in influencing EU policies on higher education, research and innovation. Through continuous interaction with a range of other European and international organisations, EUA ensures that the interests of member universities are represented wherever decisions are being taken that will impact their activities. The Association provides unique expertise in higher education and research, as well as a forum for exchange of ideas and good practice among universities. The results of EUA's work are made available to members and stakeholders through conferences, seminars and webinars, websites and publications.

Adopted in 2020, EUA's Strategic Plan, [*Europe's Universities Shaping the Future*](#), sets out four goals for the organisation, in support of EUA's vision of strong universities for Europe and mission to support members to excel in the service of society:

- Effective advocacy, impacting public policy in order to enable members' success;
- Timely and reliable identification of emerging opportunities, as well as threats to society and our sector;
- An Association that is alert and responsive to the needs of members, committed to solidarity and collective actions; and
- Understanding the practices and capacity of our members to address societal needs and optimising this capacity through collaboration and sharing of good policies, practices, expertise and resources.

EUA is based in Brussels (with a subsidiary office in Geneva) and employs over 40 professional staff in its Secretariat. EUA is now seeking to recruit a Deputy Secretary General to join this team and help implement the Strategic Plan.

Extensive further information on EUA's role, members, governance, priorities, activities and staff can be found at www.eua.eu.

THE ROLE OF THE DEPUTY SECRETARY GENERAL

The Deputy Secretary General will:

- Report to, and work closely, with the EUA Secretary General.
- Deputise for the Secretary General as required; this can involve:
 - managerial matters, including staff management, chairing of meetings, co-ordination of EUA activities, oversight of human resources and/or financial matters;
 - support to EUA's President, Board and Council, contribution to the preparation and management of EUA statutory meetings, communication with EUA members; and
 - external representation, including attending meetings and events on behalf of the Secretary General, either online, in Brussels or elsewhere, as required.

- Strengthen the visibility and advocacy capacity of EUA by representing EUA externally at meetings and events in Brussels and beyond; establish and maintain strategic dialogue with, and representation towards, European bodies, including EU institutions and other stakeholder organisations.
- Co-ordinate and contribute to identified projects related to the strategic development of the organisation.
- Contribute to the development and implementation of EUA's membership strategy, working with existing members to maximise engagement, as well as building new relationships and liaising with potential members.
- Contribute to the identification, exploration and securing of new funding sources – such as new projects or sponsorship – and other development opportunities.
- Undertake any other activities appropriate to the role, as identified by the Secretary General.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential qualifications:

- At least ten years relevant professional experience.
- Minimum master's level qualification.
- Knowledge of, and interest in, the functions of universities and issues facing the university sector.
- Knowledge of, and interest in, the European higher education and research landscape.
- A solid command of English (the working language of EUA); knowledge of other European languages is an advantage.

Desirable skills and experience:

- Experience working in a university, other higher education institution, research institute, academic representative body, higher education funding agency, or similar body.
- Demonstrated ability to relate to senior university leaders and policy makers.
- Understanding and/or experience of the dynamics of an international membership-based organisation, which exists to serve the collective interests of its members.
- The ability to quickly assimilate and apply new knowledge.
- Experience in external networking, lobbying and representation of an institution (first-hand experience of the Brussels policy environment and liaison with the European institutions is highly desirable).
- Experience in strategic planning and organisational development.
- Strong organisational and project management skills; experience in directly managing staff and leading a team or an activity.
- Experience in partnership building and/or securing funding.
- Excellent interpersonal skills, organisational skills, time management, and ability to prioritise and work under pressure.
- Excellent spoken and written communication skills, as well as confidence in public speaking; experience with the media and effective use of social media is an advantage.
- Experience working within a multicultural environment.
- A flexible approach to work and the ability to adapt to changing priorities and pressures.
- Willingness to travel internationally when required.

WHAT EUA OFFERS

The successful candidate will be offered a five-year contract, renewable once, according to the provisions of Belgian law.

Salary will be commensurate with the responsibilities of the post.

Though EUA staff currently work from home due to the Covid-19 situation, the position is based in Brussels and it is expected that the successful candidate will relocate, in the near future, if they are 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 and a letter outlining your motivation and suitability for the post to recruitment@eua.eu.

The deadline for application is **17 March 2021**.

If you have any questions about the post, please also contact recruitment@eua.eu.