

Legal officer (m/f)

Type of contract: full-time contract

Location: Brussels, Belgium

Start date: January 2021

**Application deadline:
30th of November 2020**

Who are we?

The European University Foundation is a university network with over 50 members across Europe that aims to accelerate the modernisation of the European Higher Education Area.

What will you do?

- Be responsible for legal & compliance matters impacting the EUF and its projects;
- Ensure that the Foundation complies with regulations and procedures;
- Draft and review compliance documents and contracts;
- Implement the General Data Protection Regulation (GDPR);
- Develop legal frameworks and update terms of online services.

What are the requirements?

- EU university degree in Law;
- Knowledge of General Data Protection Regulation;
- Understanding of key regulatory and legal requirements;
- Excellent command of the English language (minimum C1);
- High-level commitment and willingness to assume new tasks and challenges;
- Availability to travel abroad as often as required by project activities;
- Responsibility, accountability, reliability, autonomy and flexibility.

We value candidates with:

- Fluency in other European languages besides English;
- Excellent IT literacy skills;
- Precise and organised way of working;
- Creativity and problem-solving as well as good communication skills;
- Knowledge about European Higher Education/Erasmus+;
- International experience and cultural adaptability.

Application:

Send your CV and motivation letter to applications@uni-foundation.eu mentioning the job title in the email subject. Only shortlisted candidates will be contacted and invited for an interview.

www.uni-foundation.eu

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European University Foundation

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The European University Foundation will collect and store your resume and contact details. We process this data for recruitment purposes only. We store this data in our internal data storage solution provided by Google, which stores data in the U.S and is fully compliant with EU data protection laws, and we will not share it with anyone else. If you submit an application, we will keep this data until our open role is filled. We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our offer for the position for which we are considering you. When that period is over, we will delete your data. If you wish to access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data, please write to contact@uni-foundation.eu.