

Policy and research officer (m/f)

General information

Type of contract: full-time

Location: Brussels or Luxembourg

Start date: May/June 2021

Who are we?

The European University Foundation a university network with over 50 members across the Europe and aims to accelerate the modernisation of the European Higher Education Area. The Foundation focuses its action on [five pillars](#) and it stands for diversity and social fairness in higher education. Its highly dynamic and creative international team is located both in Luxembourg and Brussels. We offer a challenging work environment and projects with partners from several European countries.

What will you do?

- Plan the detailed execution of EU projects;
- Write reports, studies and policy papers;
- Conduct research;
- Manage the projects' reporting activities;
- Prepare and organise/chair working meeting/events;
- Monitor the progress of project activities;
- Ensure a transparent and efficient financial execution;
- Oversee and implement the dissemination and communication activities in cooperation with the communication team.

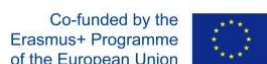
What are the requirements?

- Excellent command of the English language (native language or C2 level)
- Knowledge about European Higher Education/Erasmus+ and at least 2 years of relevant work experience;
- Experience in the field of project and event management;
- Ability to chair meetings and efficiently organise online cooperation;
- 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;
- Precise and organised way of working;
- Creativity and problem-solving as well as good communication skills;
- Capability of working in a team as well as independently;
- International experience and cultural adaptability.

With the support of Erasmus+



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Benefits:

- International and thriving working environment with colleagues based in Luxembourg, Brussels and Budapest;
- Opportunity to shape European policies in the field of Higher Education in close collaboration with European Institutions and stakeholders;
- Work on multinational projects involving partners from most European Member States
- Travel to various destinations;
- Teleworking days;
- Pleasant working atmosphere;
- 13th month, meal vouchers, eco-chèques and commuting allowance (for Belgian contracts)

Application:

To apply, please 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.

Application deadline: 25th of April 2021

www.uni-foundation.eu

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.

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