



Call for Project and Policy Officer

Deadline for applications: 30 July 2023

About UNICA

UNICA is an institutional network of Universities from the Capitals of Europe founded in 1990, bringing together 57 universities from 42 European capitals. UNICA aims at building on the specific profile of its members to widen and strengthen international collaborations, engage academic leadership, and facilitate networking among academic communities through understanding and sharing between its Members throughout the European Higher Education and Research areas.

UNICA provides a forum in which the Members can reflect on the needs of strategic change in university research, education, administration, innovation, and societal engagement. To achieve this, UNICA carries out member-driven activities and Working Groups on selected topics are one of the main instruments for encouraging the cooperation of Member Universities.

UNICA also aims at articulating the views of Member Universities to decision-making bodies and frequently joins efforts with other networks and institutions operating in the area of Higher Education and Research for collaborative ventures or appeal to governing bodies for solutions to common concerns. UNICA is also active in the field of European projects, both as coordinator and partner.

More information is available on our website: www.unica-network.eu.

Job description

We are looking to hire a **highly motivated full-time Project and Policy Officer** to strengthen our Brussels-based Secretariat. The selected candidate will join a small but international and multi-task team, which works in close cooperation with the UNICA Steering Committee, member universities and Working Groups. The Secretariat is responsible for the implementation of the work plan, the daily management of the network, and for supporting the governance of the network and its members to fulfil UNICA mission and aims. In its daily activities, the staff also interacts with the European institutions and external partners and stakeholders.

The Policy and Advocacy Officer will report to the Secretary General and to the Office Coordinator, and will work in close cooperation with the other staff members and the Coordinators of relevant Working Groups.

Main responsibilities and tasks

Project Management

- Follow up on the progress of ongoing European funded projects, including monitoring milestones and activities, scheduled work plans and overall projects' objectives;

- Identify and support relevant stakeholders within and outside the network and engage them for the successful completion of projects' tasks and objectives;
- Monitoring projects' budget and tracking expenditure/transactions as well as reporting;
- Building UNICA's project development capacity.

Policy work

- Support the Policy and Advocacy Officer in monitoring, analysing and reporting on EU legislation and policy developments in Education, Research and Innovation and related areas for the concerned projects liaising with the rest of the Secretariat;
- Connect policy developments with central strategic initiatives, the work of the Working Groups and the projects where UNICA is involved;
- Liaise with Member Universities and keep up to date with their policy concerns/activities;
- Contribute to external representation towards International, EU institutions and other stakeholders in the field of Higher Education, Research, and related areas.

Other tasks

- Monitor and support the work of three UNICA Working Groups;
- Support the preparation of and participate in and/or report on internal and external meetings and events;
- Contribute to providing input and support to UNICA members and to foster members' engagement;
- Support the Project and Communications Officer in the dissemination of UNICA activities by communicating and providing regular updates on the project and policy work;
- Contribute to the implementation of other UNICA initiatives and perform other relevant tasks in line with the UNICA work plan and priorities, as required.

Profile of the candidate

Requirements

- Successful track record of **minimum 2 years' work experience** in coordination and management of European funded projects, including budget management and appropriate processes and tools, at a Higher Education Institution or at EU level (e.g., at an EU institution, representation office, stakeholder organization or in a consultancy, etc.);
- Experience in preparing and submitting proposals under European funding calls (i.e., Horizon Europe, Erasmus+);
- A degree or relevant experience in at least one, preferably several of the following areas: Project Management, European Studies, Political Sciences, Educational Sciences, Lifelong Learning, or related fields;
- An excellent command of the English language (spoken and written). A second EU languages is an asset;
- Bachelor's degree in relevant discipline, or equivalent work experience;
- Thorough understanding of EU institutions, policy-making processes, and funding instruments;
- Availability to travel occasionally, mainly within Europe;
- UNICA cannot sponsor work permits and visas. The candidates must be eligible to live and work in Belgium at the time of application.

Transversal skills

- Strong organisational skills and flexibility;
- Excellent interpersonal skills within a multicultural environment;
- At ease in public speaking and representation;
- Ability to network and work appropriately with internal and external stakeholders;
- An eye for detail and ability to meet deadlines;
- Problem-solving and strategic thinking.
- Team-oriented.

Highly valued

- Knowledge of European and international institutions and stakeholders active in the field of higher education and R&I;
- Interest in higher education and research related policies.

Terms and conditions

UNICA is an equal opportunities employer, committed to diversity and inclusion.

Position	Project and Policy Officer
Location	UNICA Secretariat Rue d'Egmont 11, University Foundation, 1000 Brussels, Belgium Workplace in central Brussels with easy transport connections
Duration	One-year fixed term contract initially with a possibility of renewal and the view to becoming permanent
Aimed start date	Late August/early September 2023
Remuneration	Gross salary depending on experience and skills UNICA also provides the fringe benefits listed below: <ul style="list-style-type: none">• Full reimbursement for home-work commute with public transport (or compensation for other means of transport)• 7 extra-legal days of holidays in addition to 20 regular holidays/year• Hospital insurance and travel insurance (for professional travels only)• Holidays bonus ("13th month" salary)
Working hours	Full-time position: 38 hours per week (5 days) Teleworking from Brussels allowed one day per week Some flexibility of working hours may be required due to travelling and to other needs related to the implementation of UNICA activities
Reports to	Secretary General and Office Coordinator

Application process

Please submit your application by email to office@unica-network.eu with the email subject: "Application for UNICA Project and Policy Officer – 2023 – Your First name and Family name" **no later than 30 July 2023.**

The application should contain:

- **CV.** We also encourage interested candidates to attach their portfolio to the application, should they have one.
- **Cover Letter.** In the cover letter, please include the following:
 1. *What would be your added value to the organization?*
 2. *A few examples of your main achievements;*
 3. *What are your expectations from this job position?*

Generic cover letters or applications without cover letters will not be taken into consideration.

Selection process

Please note that only shortlisted candidates will be contacted.

Interviews will be carried out in person or online in August 2023. Please note that we foresee a short exercise of about 1 hour after the interview to test your skills related to the tasks to be performed by the holder of the post.

For any questions, please contact the UNICA Secretariat at office@unica-network.eu