

Call for Project Officer

UNICA Secretariat, Brussels, Belgium

Deadline for applications: 17 NOVEMBER 2024

UNICA, the Network of Universities from the Capitals of Europe, is looking to hire a highly motivated **full-time Project Officer** to strengthen its Brussels-based Secretariat. The position is full-time and available immediately.

About UNICA

UNICA is an institutional network of Universities from the Capitals of Europe founded in 1990, bringing together 55 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 carries out member-driven activities and initiatives which provide its Members with a space for peer-to-peer learning, exchange of experiences and solutions, community building, and a forum in which the Members can reflect on the needs of strategic change in university research, education, administration, innovation, and societal engagement. UNICA is also active in the field of European projects, both as coordinator and partner.

More information is available at: www.unica-network.eu.

Job description

The selected candidate will join a small but international and multi-task team, which works in close cooperation with the UNICA Steering Committee and the member universities. 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 as an actor in the European Higher Education and Research areas. In its daily activities, the staff also interacts with the European institutions and external partners and stakeholders.

We are looking to hire a highly motivated, reliable and well-organised person to provide global support to the Secretariat in a variety of tasks.

Main responsibilities and tasks

- Monitor and support the activities of two to three UNICA Working Groups;

Sharing

Learning

Adding value

- Support the preparation of and participate in internal and external meetings and events;
- Draft reports on internal and external meetings and events;
- Contribute to providing support to UNICA members and to foster members' engagement;
- Contribute to external representation towards International, EU institutions and other stakeholders in the field of Higher Education, Research, and related areas.
- Support the management of ongoing European funded projects;
- 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

- A degree or relevant experience in at least one of the following areas: Project Management, European Studies, Political Sciences, Educational Sciences, Lifelong Learning, or related fields;
- Successful track record of minimum 1-year work experience in the field of Higher Education and/or in project management or related fields;
- An excellent command of the English language (spoken and written). A second EU languages is an asset;
- Good knowledge and understanding of European and international institutions and stakeholders active in the field of higher education and R&I;
- Availability to travel occasionally, mainly within Europe;
- Excellent IT-literacy and extensive experience of the Microsoft Office package;
- The candidates must be eligible to live and work in Belgium at the time of the application.

Transversal skills

- Strong organisational skills and flexibility;
- Ability to work on multiple tasks at the same time;
- Excellent interpersonal skills within a multicultural environment;
- Action-oriented, self-motivated, responsible;
- Ability to network and work appropriately with internal and external stakeholders;
- An eye for detail and ability to work to deadlines;
- Problem-solving and strategic thinking;
- Team-oriented personality.

Terms and conditions

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

Position	Project Officer
Location	UNICA Secretariat, 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	As soon as possible
Remuneration	Gross salary depending on experience and skills Fringe benefits: <ul style="list-style-type: none"> • Reimbursement of monthly local public transport • 7 extra-legal days of holidays in addition to 20 regular holidays/year • Group Hospital insurance • 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 other needs related to the implementation of UNICA activities and projects

Application process

Please submit your application by email to office@unica-network.eu with the email subject: “Application for UNICA Project Officer – Your First name and Family name” no later than **17 NOVEMBER 2024**.

The application should contain:

- **CV.** We also encourage interested candidates to attach their portfolio to the application, should you 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.

- **Reference letter(s)**

Selection process

Please note that only shortlisted candidates will be contacted.

Interviews will be carried out in person or online. 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.