

EUA is looking for a

## **DEPUTY DIRECTOR, RESEARCH AND INNOVATION**

EUA seeks a highly-motivated professional to support the implementation of a wide range of activities aimed at strengthening the capacity of universities in research and innovation (R&I) and their representation at the European policy level. Specific fields of work include the EU R&I Framework Programme, Structural Funds, Science in Society, Open Science, European Research Area, international research cooperation, research infrastructures, doctoral education, etc.

### **The role and tasks of the Deputy Director, reporting to the R&I Director, include:**

1. Supporting the implementation of EUA's R&I strategic plans and managing its R&I policy portfolio, including day-to-day activities:
  - Drafting and implementing plans for the gathering, processing and analysis of information from EUA members and other relevant sources for evidence-based policy development. These may include survey implementation, data analysis, project proposal development and project activity execution, including budgetary matters and reporting;
  - Producing information materials both within the R&I activities and projects, and for outside partners, (e.g. presentations for events), as well as for the EUA website and newsletters;
  - Preparing and organising events and meetings.
2. Supporting and managing a skilled and dynamic R&I team, and the work of the related Expert Groups.
3. Developing EUA R&I policy positions.
4. Overseeing of the EUA-Council for Doctoral Education (EUA-CDE).
5. Liaising with EUA members and relevant outside partners and representation in meetings and events.
6. Other tasks as requested.

### **Your profile**

#### Required qualifications and experience:

- Relevant higher education degree (Doctorate or equivalent research experience);
- Minimum of six years working in R&I, including research policy and international experience;
- Knowledge of the R&I policy area at the European level and familiarity with the university sector;
- Experience in the preparation of reports and policy positions;
- Demonstrated ability to relate to senior university leaders and policy makers.

#### Required skills and competences:

- Sound analytical skills;
- Ability to represent the views of a membership organisation in European meetings and events;
- Ability to work both independently and as part of a team, against tight deadlines and in an international environment;
- Mastery of English and at least one other European language.

### **What we offer**

The Association offers a permanent contract under Belgian law and an attractive remuneration package, including the full reimbursement of your public transport costs, lunch vouchers and a pension scheme.

Our dynamic and committed staff members come from across Europe and beyond and we highly value our diversity. Our office is conveniently located in the European Quarter near the Merode metro station.

### **How to apply**

If you feel that you have the skills and competences for the job and could fit into our team, please email your CV and a motivation letter, quoting your salary expectations, to [HR@eua.eu](mailto:HR@eua.eu).

Candidates are encouraged to apply as soon as possible, as applications will be reviewed on a rolling basis.

Deadline: **26 October 2018**.

EUA regrets that we are unable to acknowledge all applications received. Please note that only suitable candidates will be invited for an interview.