

EUA has an opening for a Policy Analyst

Governance, Funding and Public Policy Development

EUA is looking forward to welcoming a highly motivated professional for its Governance, Funding and Public Policy Development Unit. As a Policy Analyst, you will play a pivotal role in advancing EUA's initiatives, with a specific focus on leadership development for European university leaders and the promotion of sustainable and efficient institutional funding models and regulatory frameworks for universities.

The position is based in Brussels, with possible occasional travel within Europe.

EUA

The European University Association ([EUA](#)) represents more than 850 universities and national rectors' conferences in 49 countries, and is the independent voice of Europe's universities.

EUA's mission is support its members to excel in the service of society, and the Association works to strengthen the system of education, research and innovation at European level through policy development, projects and services to members.

Located in Brussels, the EUA Secretariat is comprised of over 40 staff members.

ROLE AND TASKS

- **Leadership development:** supporting the development and implementation of EUA's activities in the area of leadership development. Conceptualising and overseeing the implementation and evaluation of a pilot programme to support European university leaders;
- **Stakeholder engagement:** coordinating consultations and engaging with EUA members, both in the realm of governance and funding work and leadership development. This includes logistical aspects such as organising physical and online meetings, preparing briefing notes, and conducting and analysing surveys;
- **Project management:** undertaking diverse project-related tasks, including data collection and analysis, event organisation, project proposal development, and financial management and reporting;
- **Policy support:** providing essential support to our policy work by monitoring developments, gathering critical information, and contributing to the drafting and presentation of position papers and briefings;
- **Varied tasks:** adapting to evolving needs, such as liaising with EUA members and external partners, preparing informational materials, representing EUA at external events, and presenting EUA's work both online and in physical meetings.

BACKGROUND AND QUALIFICATIONS

- Relevant higher education second-cycle degree (such as a master's degree in economics, politics, or social sciences);
- A high level of professional proficiency in English, which is the working language of all EUA's activities, and proficiency in at least one other European language;
- Outstanding writing and presentation skills, demonstrated by a track record of drafting documents, reports, and statements in English;
- A minimum of five years of professional experience in the field of higher education;

- Strong ICT skills, combined with a willingness to embrace and master new tools;
- Knowledge of survey design and data analysis (knowledge of data analysis software is a plus);
- Knowledge about the state of play in leadership development at universities;
- A very good understanding of the university sector and the contemporary leadership challenges facing university leaders;
- Experience in working with advisory boards and experts is an advantage;
- The capacity and eagerness to expand knowledge of complex funding and regulatory systems in various European higher education systems;
- A passion for working in a multicultural and multilingual environment.

WHAT EUA OFFERS

The Association offers a full-time (38 h/w) permanent contract under Belgian law, an attractive leave and remuneration package including the full reimbursement of transports costs, lunch and eco-vouchers, and advantageous additional health insurance and pension scheme.

The office is conveniently located in the European quarter near the Merode metro station. We expect the successful candidate to relocate if not already based in Belgium. Flexibility and teleworking opportunities are part of EUA's policies.

EUA's dynamic and committed staff members come from across Europe and beyond and the Association highly values its diversity. Therefore, the role will involve occasional travel through Europe, and sometimes beyond.

The post is now vacant and EUA is looking to recruit someone to start as soon as possible.

HOW TO APPLY

If you feel that you have the motivation and skills for the job, please email your CV and a concise (two pages maximum) motivation letter, quoting your salary expectations and availability to start, to recruitment@eua.eu.

The deadline for applications is **3 November 2023**.

We encourage candidates to apply as soon as possible as applications will be reviewed on a rolling-basis. Shortlisted candidates will be invited to an interview (live or videoconference).

EUA regrets that it is unable to acknowledge all applications received.

Please note that only suitable candidates will be invited for an interview.



The European University Association (EUA) represents around 850 universities and higher education associations in 49 countries. Located in Brussels and Geneva, the EUA secretariat is comprised of more than 40 staff members; EUA's mission is to promote the development of a coherent system of education and research at the European level through studies, projects and services to members.

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