

CESAER

VACANCY FOR OFFICE MANAGER

14TH MAY 2018

CESAER is a European association of leading specialised and comprehensive universities of Science and Technology (S&T) that: champion excellence in higher education, training, research and innovation; influence debate; contribute to the realisation of open knowledge societies; and, deliver significant scientific, economic, social and societal impact. CESAER was founded in 1990 and unites 51 universities of S&T in 25 countries. CESAER is an acknowledged main research stakeholder organisation for the European Research Area and the Open Science Policy Platform.

CESAER's mission is structured around five aims:

- **learn from each other:** share information and best practice in areas of higher education, research, innovation and leadership
- **influence key bodies:** aid policy-makers and funders to shape European strategies, policies and funding programmes
- **boost participation in European funding programmes**
- **promote our strengths globally:** support Members in displaying their excellence and distinctiveness at European level and beyond
- **advance debate on key issues:** promote reflection and understanding of role of S&T in open knowledge societies

The association's Secretariat is based in Leuven (BELGIUM) and provides internal services and support to the whole organisation. We are looking for a highly motivated and qualified candidate who is willing to take on the post of Office Manager in a small and dynamic team.

RESPONSIBILITIES INCLUDE

- **Project and event management:** organise, manage and administer events, visits and travels; develop and optimise administrative systems and procedures.
- **Support:** provide organisational and administrative support to governing bodies, committees, task forces, workgroups and the colleagues Secretariat.
- **Office management:** ensure smooth, effective and coordinated running of Secretariat; liaise with Members, suppliers and Belgian authorities; manage facilities.
- **Financial management:** be responsible for processing invoices of annual subscriptions, expenses and other transactions; assist the Secretary General and Treasurer in general financial management and preparation of the annual budget and account.
- **Communication:** support the Communication Officer with regard to the implementation of the communication strategy, including website content management, newsletters, production of communication materials and the organisation of events.

YOUR PROFILE

The following requirements are essential:

- flexibility, commitment and being able to cope with deadlines
- good communication skills with excellent written and oral English and an additional language
- 2 to 5-year experience exposed to a multicultural, international context and delivering similar functions within a small organisation
- experience in event management and support
- expertise in bookkeeping
- excellent command of MS Office, good and practical knowledge of IT infrastructure and IT-support
- service and result-oriented and ability to solve problems, set priorities and pay attention to detail
- capacity to learn and evolve with the job and the needs of the organisation
- legal entitlement to work in Belgium

The following requirements are desirable:

- good communication skills with excellent written and oral Dutch
- bachelor degree
- experience with membership-based organisations is of advantage
- knowledge and experience in higher education, research and innovation in general and role of universities of science and technology in particular
- experience in communications, public relations and policy-making in a European context

WE OFFER

- working in a small and dynamic team and a multicultural and academic working environment
- ample opportunities for professional and personal development
- a fulltime position under Belgian law
- an attractive salary and (extra-legal) benefit scheme
- a full time (40-hours workweek), contract for one year and longer-term career perspective
- employment as soon as possible

HOW TO APPLY

At CESAER, we value the many perspectives that arise from a variety of cultures, races, gender, religions, national origins, ages, physical and cognitive capabilities, sexual orientations, and other ways we identify ourselves.

Interested candidates are invited to apply by sending a motivation letter and *curriculum vitae* by email to our Head of Relations Lieve Coninx at lieve.coninx@cesaer.org with the following subject line 'Office Manager vacancy'. For more information and enquiries, please have a look at our website at www.cesaer.org and contact Lieve Coninx. The deadline for the submission of applications is 8th June 2018.