

LEUVEN, 17 October 2022

[CESAER](#) is the European association of leading, specialised and comprehensive universities of science and technology 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.

# We are seeking one Advisor for Research and one Advisor for Higher Education

to work full time at our [Secretariat](#). Applications are invited via the [online form](#). Applications will be processed on a rolling basis until the vacancies are filled.

## What we offer

- Varied and international work experience within a multi-cultural and open setting in a small team
- Positions based at [Kasteel van Arenberg](#) on the science & technology campus of our Member university KU Leuven
- Salary range depending on qualifications and experience: (i) the appointment of the [Advisor for Higher Education](#) is envisioned at junior-to-medium level within an approximate salary range of €2,800 to €3,500 gross per month; and (ii) the appointment of the [Advisor for Research](#) is envisioned at medium-to-senior level within an approximate salary range of €3,300 to €4,700 gross per month
- Full-time (40-hours work week), temporary contract for one year and longer-term career perspective with a permanent contract
- 20 legal vacation and 12 compensation days (ADV)
- Luncheon vouchers
- Laptop for the duration of your employment that can be used in office and at home
- Legal pension in Belgium
- Extra-legal pension: we pay 6% of yearly remuneration and you pay 2% at a choice up to you
- Working-from-home allowance
- Vacation money ('extra month') in June every year
- Commuting allowance in case of use of green transport (public transport or bicycle)
- Inspiring professional and personal development with leading universities and institutions
- Employment directly at the CESAER AISBL

## Overview of vacancies

We are recruiting:

- One Advisor for Higher Education
- One Advisor for Research

The responsibilities, examples of tasks and the requirements for an Advisor are described under each subheading below.

In addition, each Advisor will have a topical focus.

The [Advisor for Higher Education](#) primarily works on higher education policy areas, such as those described in the [position](#) 'Advancing the European Strategy for Universities' Flagship Initiatives'.

The [Advisor for Research](#) primarily works on research policy areas, such as those described in the [position](#) 'Contributions of universities of science & technology to implement the European Research Area'.

The positions are available immediately and exact start dates are negotiable.

## Responsibilities

- Contribute to the [mission, aims and values](#) of our association
- Support advocacy, strategy, events and activities for our association
- Promote our association as a constructive and visible partner at the European level
- Liaise with external actors and represent our association
- Support our [task forces](#)
- Serve and advise our governing bodies

## Examples of tasks

- Gather intelligence and provide high-quality and targeted information to our governing bodies and task forces
- Liaise with representatives of EU institutions, such as the European Commission, and our [Member universities](#)
- Develop and implement, in close collaboration with colleagues, prioritised advocacy strategies for our association in the European policy landscape related to universities of science & technology
- Write and edit positions, briefings, articles, statements and papers ([examples](#))
- Develop, prepare and facilitate the delivery of events such as workshops and conferences ([example 1](#) and [example 2](#))

## Mandatory requirements

- University degree
- Knowledge of policy-making processes at European level and of EU institutions
- Experience in writing and editing content in a professional setting (e.g. articles, reports and statements)
- Fluency in English (both spoken and written)

- Ability to manage and prioritise tasks and deliver results to a deadline
- Ability to work autonomously as well as in a team
- Willingness to travel within Europe and beyond
- Willingness to - exceptionally and upon agreement - work during non-office hours
- Legal entitlement to work in the EU

## Desirable requirements

- Communication, coordination, team working and facilitation skills in multicultural and diverse environments
- Academic background in engineering or PhD, or both, is an advantage
- Knowledge of European policies and funding programmes related to universities of science & technology
- Experience with membership-based organisations
- Experience of working with university leaders and senior academics
- Network in European higher education, research and innovation
- Knowledge of additional European languages

## How to apply

Applications are invited via the [online form](#). Applications will be processed on a rolling basis until the vacancies are filled.

Equity, diversity and inclusion are [core values](#) of our association and we welcome applications from diverse personal contexts, backgrounds and circumstances.

For more information on the vacancies, please contact [Mattias Björnmalm](#) at [mattias.bjornmalm@cesaer.org](mailto:mattias.bjornmalm@cesaer.org)