

CESAER

Are you passionate about the interface of science, policy and advocacy?

Are you interested in European affairs, international relations and connections to the world of universities?

Are you intrigued by how academics, students and the latest developments in science & technology can and should shape and be shaped by our societies?

Then read the full description below as the vacancy for an advisor at the non-profit university association CESAER might be for you!

We are seeking an Advisor for EU research policy

to work full-time at our [Secretariat](#) in Leuven, Belgium.

What we offer

- Varied and international work experience within a multi-cultural and open setting in a small team (6 staff members)
- Position based at [CESAER Secretariat office](#) on the science & technology campus of our Member university [KU Leuven](#) (Leuven, Belgium)
- Full-time (40-hour work week), temporary contract for one year and longer-term career perspective with a permanent contract
- 2 days of telework per week (optional)
- 20 legal vacation days plus 12 compensation days (ADV)
- Luncheon vouchers
- Laptop for the duration of your employment that can be used for professional and personal purposes
- 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 with start date as soon as possible

Overview

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

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, Members and task forces
- Represent the association and liaise with key officials at the European level, notably in the European Commission
- Develop and implement, in close collaboration with colleagues in the Secretariat, 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

- Masters degree
- Knowledge of policy-making processes at European level and of EU institutions
- Experience in advocacy (i.e. to guide and shape decisions within political, economic and social contexts) (candidates with different levels of experience are welcome)
- Knowledge of the European landscape and policies related to universities, with a focus on science & technology
- Experience in writing and editing content in a professional setting (e.g. articles, reports and statements)
- Fluency in English (both spoken and written)
- Proactive attitude with ability to manage and prioritise tasks and deliver results to a deadline
- Ability to work autonomously as well as in a team
- Digital literacy and comfortable to work with new and evolving digital tools
- Willingness to work in environments interconnecting many diverse organisations and people
- Willingness to travel within Europe and beyond
- Willingness to work during non-office hours, exceptionally and upon agreement

- Willingness to live in or commute to Leuven as the job has mandatory in-person components which requires the job holder to be in-person at the [CESAER Secretariat](#) at least three days per week.
- Legal entitlement to work in the EU

Optional bonus

- Experience in working with volunteers or membership-based organisations, or both
- Experience in liaison and networking (i.e. to cooperate and interact with others formally and informally to exchange information, develop professional contacts and build reputation)
- Experience in building strategic partnerships (i.e. to identify and involve partners through shared understanding along aligned objectives to achieve mutually beneficial results and positive engagements)
- Experience of working with university leaders
- Network and contacts in European policy areas related to the function
- Academic background in engineering or PhD, or both
- Fluency of additional European languages

About CESAER

Rooted in advanced engineering education and research, [CESAER](#) is an international association of leading specialised and comprehensive universities with a strong science and technology profile that advocate, learn from each other and inspire debates. Our [Members](#) champion excellence in higher education, training, research and innovation, contribute to knowledge societies for a sustainable future and deliver significant scientific, economic, social and societal impact.

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

For more information about the vacancy, please contact Secretary General Mattias Björnmalm at mattias.bjornmalm@cesaer.org

How to apply

Applications are invited through a cover letter and CV through email to Indrė Antanavičiūtė (Operations Manager) at indre.antanaviciute@cesaer.org until no later than 11 February 2024.

The cover letter should elaborate on the applicant's (i) knowledge of EU research policy related to universities, (ii) experience in advocacy, (iii) motivation and value-add to the association and (iv) salary expectation, and should not be longer than two pages.

First interviews are envisioned to take place on-site at the [CESAER Secretariat office](#) in the week of 26 February 2024. Candidates may also be invited to take a two-hour written test (which can be done remotely using their own laptop, no preparation needed).