

Secretary General of EURASHE: Call for candidates

EURASHE is announcing a call for candidates for the position of Secretary General.

1. About EURASHE

The European Association of Institutions in Higher Education (EURASHE; www.eurashe.eu) supports institutions providing professional higher education and national and sectorial associations thereof. EURASHE members operate within and across different national systems whether unitary or binary, professional or academic.

EURASHE's mission is to strengthen the impact of innovative, high quality professional higher education and related user-oriented research in Europe by representing professional higher education institutions and facilitating their multi-stakeholder cooperation and dialogue. In addition to offering professionally-orientated programmes, EURASHE members are specifically engaged in applied and profession-related research, and its technological applications. EURASHE focuses primarily on **policy** development, **projects** and research with emphasis on its professionally-orientated segments. Furthermore, it organises annual conferences, thematic seminars and tailor-made **events** for its members.

EURASHE was founded in Patras (Greece) in 1990. It has the **status** of an international non-profit association according to Belgian law (*aisbl*) and its **Secretariat** is located in Brussels (Belgium).

2. Profile of the Secretary General

The Secretary General will be appointed for a period of four (4) years on a full time basis to work at the Brussels office. The Secretary General is expected to:

Carry responsibility for:

- (1) daily operations and management of the Secretariat;
- (2) assisting the President in the execution of his/her office;
- (3) preparing the meetings of the Board and the General Assembly and to execute the decisions made by the Board and General Assembly;
- (4) notifying all members in writing of decisions of the governing bodies of the Association;
- (5) representing the Association as far as mandated by the President.
- (6) acting as Secretary for meetings of the Board and General Assemblies, preparing and distributing the agenda and other materials and keeping minutes of meetings;
- (7) maintaining contacts between the Board, the Secretariat, members and between EURASHE and external bodies of the Association;
- (8) preparing and publishing revised Statutes and By-Laws and other appropriate documentation (e.g. publications, brochures, newsletters, annual reports, etc.);
- (9) Issuing calls for nominations for vacancies on the Board and for appointment of the Secretary General;
- (10) Issuing calls for candidates for hosting the Annual Conference;
- (11) ensuring implementation of assigned tasks;
- (12) instructing and supervising the Secretariat staff in the performance of their duties;
- (13) recruiting personnel for the Secretariat, in consultation with the Board;
- (14) overseeing the management of projects;
- (15) preparing and overseeing work plans;
- (16) collecting membership fees and any other revenues to the activities of the Association; support the Treasurer in keeping the Association's accounts and financial reports, preparing budgets,

arranging for the annual audit of the accounts and keeping bank account(s) in the name of the Association;

(17) representing the Association externally as far as mandated by the President;

(18) foreseeing regular update of the website;

(19) handling any other matters as are entrusted to him/her by the Board

Bring the following experience to the association:

- In-depth knowledge of the European institutions, policies, legislation, rules and procedures (at least 5 years of work experience);
- Comprehensive knowledge and clear vision of the future and strategy for the development of EURASHE and Professional Higher Education in the EHEA and the ERA in general;
- Experience in team leadership;
- Experience in managing budgets.

And meet the following requirements:

- Excellent leadership and management skills;
- Proven experience in strategic planning and programming;
- Fluent in spoken and written English, further EU languages are considered an advantage;
- Excellent representation skills,
- Experience with fundraising and funding negotiations;
- Flexible, team player, strong diplomatic, interpersonal, communication and negotiation skills;
- Available to work flexible hours that may include evenings and weekends;
- Willing and available to travel extensively within Europe and occasionally outside of Europe.

3. What EURASHE offers

- A challenging job in an exciting international working environment;
- The opportunity to take responsibility, being creative and networking as a part of the core business;
- The opportunity to contribute to the development of an expanding enterprise for Professional Higher Education in the EHEA and the ERA in cooperation with the members of the Association, the European Commission, the Bologna Follow-up group; the Council of Europe and the stakeholders of Higher Education at European level;
- The remuneration, being a full-time job, consists of a fixed annual gross amount of € 70.000, at most, based on experience, plus a possible variable component resulting from participation in projects.

4. Application

Applicants, please send a motivation letter and full CV to Stéphane Lauwick, President of EURASHE, at career@eurashe.eu . For additional information, please contact EURASHE, at career@eurashe.eu

The deadline for applications is **31 March 2021**.

Shortlisted candidates will be invited for an interview with a Selection Committee of EURASHE. The appointment will be finalised when the candidate selected by the Board is confirmed by the General Assembly on May 19, 2021.