

EURASHE is looking for a

## POLICY AND PROJECT OFFICER

EURASHE is the European Association for the Applied Sciences in Higher Education, representing institutions that offer professionally orientated programmes and perform applied research within the Bologna cycles. The role of the Association is primarily to represent the interests of the applied sciences at European level, contribute to policy development and provide members with a platform for communication, information, and exchange. EURASHE also develops and implements international projects in line with its priorities, in order to better understand trends and approaches to higher education and applied research, gather input for policy positions, promote good practices, and share experience among members.

**EURASHE is looking for a motivated Policy and Project Officer to join its dynamic team in the centre of Brussels from September 2024.**

### ROLE AND TASKS

Working closely with the EURASHE Secretary General and the Policy and Project Manager, the Policy and Project Officer will:

- Monitor European policies related to higher education, skills, research, and innovation
- Inform and liaise with EURASHE members and the Board on policy development
- Draft and present policy position papers
- Develop and implement European and international projects including planning, organising project meetings, contributing to deliverables, maintaining project documentation, reporting, and administrative and financial issues
- General support in the organisation of EURASHE events including annual conferences, seminars, peer-learning events, and working group meetings
- Interact with policy makers and stakeholders, and represent EURASHE at external meetings when required

### PROFILE

We are looking for an independent, open minded and motivated team player who is able to work efficiently in an international team.

#### Essential requirements

- Higher education degree (Postgraduate is a bonus)
- Minimum of two years' work experience related to EU policies, preferably in the fields of higher education, employment, research, and innovation
- Experience in developing, reviewing, and synthesizing policies and EU documents, and communicating outcomes to a diverse and broad audience
- Excellent command of English, both spoken and written
- Previous work experience in an international environment
- Excellent communication, organisational, interpersonal and IT skills
- Ability to work independently, under tight deadlines
- Willingness to travel within Europe for project and policy meetings

### **Beneficial**

- Experience in the management of EU funded projects
- Knowledge of the higher education sector
- Advanced understanding of the functioning of European institutions and decision-making process
- Experience in European public affairs and/or academic or not-for-profit environment
- Proficiency in other European languages

### **EURASHE OFFERS**

- Full-time one-year contract (renewable) under Belgian law, that may become permanent
- Monthly gross salary of between €2500 and €3000 depending on work experience and qualifications
- Additional benefits: hospitalisation insurance, transportation allowance, meal vouchers, eco cheques, and 30 days of annual leave
- Opportunity to contribute to EU policymaking process and manage large scale international projects
- Very friendly working environment
- Two days telework per week if requested

### **APPLICATION PROCEDURE**

Interested candidates should send a concise letter of motivation and two-page CV to [jobs@eurashe.eu](mailto:jobs@eurashe.eu) before the deadline of **31st August 2024**, referencing Policy & Project Officer as the email subject.

Interviews are scheduled for 9-10 September in Brussels or online, followed by a short written exercise to test candidates' (English) writing skills.

All candidates will receive notification about the results of the selection procedure shortly after it is completed.

For more information about EURASHE: [www.eurashe.eu](http://www.eurashe.eu)