



4EU+ European University Alliance, Secretariat General Brussels, Belgium

Open Position: Project Officer (full time, or minimum 80%)

About 4EU+

Background

Established in 2018, 4EU+ is a European University Alliance with the objective of developing long-term structural and strategic cooperation among the 4EU+ universities in education, research and innovation and engagement with society. The 4EU+ Alliance is currently constituted by eight large, public, well-established, comprehensive and research-intensive universities, namely: Charles University (CU); Heidelberg University (UHD); Sorbonne University (SU); University of Assas Panthéon; University of Copenhagen (UCPH); University of Geneva (UNIGE), University of Milan (UNIMI); and the University of Warsaw (UW).

In April 2021, 4EU+ founded an association under German law with its seat currently located in Heidelberg.

4EU+ was one of the first 17 alliances selected under the European University Initiative, funded by the Erasmus+ programme.

A first Erasmus+ project (in the frame of the European university initiative) project was implemented in the period from 2019-2022. In 2022, the 4EU+ was successfully awarded a second project; 1CORE, that is actively contributing to the development of a new comprehensive framework for enhancing European cooperation in higher education. In parallel, from 2021 to 2023, a H2020-SWafS project, TRAIN4EU+, was successfully implemented.

The 4EU+ European University Alliance Association is seeking a full-time Project officer to support the Secretary General in the coordination and successful delivery of 4EU+ projects, and in the daily implementation of the mission given to the 4EU+ General Secretariat.

This role will suit pro-active and versatile professionals with prior experiences in the European higher education sector, who are driven by multi-faceted activities and fast-paced international work environments.

Tasks & Responsibilities:

Under the supervision of and in strong daily cooperation with the Secretary General, the Project Officer will assist the General Secretary in the execution of his/her daily operational tasks. as well in carrying out the Association's and General Secretariat's Work Plan by advising on and managing the appraisal, preparation, funding and implementation of Alliance's projects, initiatives and /or activities pertaining to the Alliance's areas of operation.

Tasks and responsibilities in brief:

- assists the SG in the day-to-day running of the association: preparation of MC, G9 and PO meetings; coordination between member institutions; minutes taking; elaboration of presentations.
- conducts evaluations and assessment of results, reports on projects' progress and contributes to the development of project proposals.

- contributes to the production of reports, analysis, benchmarks, reviews, project works, information.
- actively participates in relevant project and meetings and contributes to the preparation of Alliance's meetings and events.
- monitors developments in the sectors of the Alliance's operation, proposes relevant initiatives.
- contributes to the collaboration with EU bodies and with other Alliances.
- monitors the activities of other European University Alliances, benchmarking 4EU+ against these Alliances.
- coordinates with the 4EU+ representatives in FOR-EU subgroups.
- contributes to the development and implementation of a fundraising strategy.
- contributes to promoting the 4EU+ vision, strategy, and policies.
- contributes to the improvement of working methods of the Alliance by cooperating with local offices and external partners, sharing experiences and promoting best practices.
- contributes to the elaboration of the Association's annual activity report.
- contributes to the elaboration and implementation of Association's business plan:

Type of contract

FTE (5 days a week) or 80 % part time, based in Brussels

Skills, abilities and experience needed:

- university Degree (Master) in Economics / Social sciences / Political sciences/
- minimum of 3 years of experience relevant to the duties described above; proven knowledge of and professional experience in project management
- strong analytical skills; critical thinking and problem-solving skills.
- planning and organizational skills
- excellent communication, drafting and reporting skills; proven experience in writing reports and policy documents
- knowledge of and/or experience in European projects
- understanding of current European policies and the functioning of EU institutions, especially in the areas of Higher Education and Research and Innovation
- excellent interpersonal skills; awareness of cultural differences and preferences as well as ability to navigate in these
- proficiency in English in reading, writing and speaking
- good command of German desirable
- knowledge of another language of the 4EU+ countries would be an asset.

Application documents and process

If you are interested in joining the 4EU+ team, please send to secretariat@4euplus.eu

- 1. an expression of interest by 18 March 2024**(simply stating that you are interested in the position and that you intend to send your application by 2 April 2024)
- 2. the following application documents by 2 April 2024.**
 - Up to date CV not longer than 2 pages, reflecting your experience.
 - Application letter, explaining your strengths as a candidate and specifically outlining your motivations for the position.

Selected candidates will be contacted and interviewed by Secretary General.