

EUA has an opening for a Head of EUA Council for Doctoral Education (CDE)

Full-time permanent contract in Geneva, Switzerland

The European University Association (EUA) is looking forward to welcoming a new Head of the EUA Council for Doctoral Education (EUA-CDE).

The Head of EUA-CDE, reporting to the Director for Research & Innovation, is responsible for managing and planning EUA-CDE activities in close cooperation with the EUA-CDE Steering Committee, a high-level advisory committee of university leaders.

The position is based in Geneva, Switzerland, with regular travel within Europe and beyond.

EUA AND EUA-CDE

The European University Association (EUA) represents more than 870 universities and national rectors' conferences in 49 countries, and is the independent voice of Europe's universities.

EUA's mission is support its members to excel in the service of society, and the Association works to strengthen the system of education, research and innovation at European level through policy development, projects and services to members.

Located in Brussels and Geneva, the EUA Secretariat is comprised of over 40 staff members.

The EUA-Council for Doctoral Education (EUA-CDE) is the largest European network on doctoral education, and leads the transformation and strengthening of doctoral education in Europe. It currently has over 260 member universities in more than 36 countries across Europe.

CDE members benefit from sharing experience among one another, thus enabling them to move forward and promote doctoral education in Europe. EUA-CDE monitors European trends in doctoral education, advises EUA on relevant policies, and acts as the voice of European doctoral education.

ROLE AND TASKS

- Taking responsibility for the daily management of EUA-CDE activities, in collaboration with the EUA-CDE Project/Policy Officer;
- Preparing and overseeing all EUA-CDE events;
- Managing the secretariat of the EUA-CDE Steering Committee;
- Nurturing and further developing the EUA-CDE membership base;
- Representing EUA-CDE and European doctoral education in national, European and international fora;
- Maintaining relations with relevant stakeholders, including policy makers and funders;
- Implementing EUA-CDE's communication strategy in collaboration with the EUA Communications Unit;
- Forward planning, including the drafting and implementation of the annual EUA-CDE work programme;
- Monitoring trends in doctoral education at European and global level;
- Coordination of activities and policies, as required, with other units within EUA;
- Other relevant tasks.

BACKGROUND AND QUALIFICATIONS

- In possession of a doctorate, ideally within a university research/doctoral school context;
- A high level of professional proficiency in English, which is the working language of all EUA and EUA-CDE activities. Knowledge of another European language is desirable;
- A good understanding of doctoral education, the European Research Area, the European Higher Education Area and related policies;
- Excellent communication and public speaking skills;
- Experience in drafting different document formats, including summaries, reports, policy positions, recommendations, etc.;
- Sound analytical and conceptual skills, open-minded and forward-looking;
- Being a team-player while also being able to work autonomously and proactively on multiple tasks to competing deadlines;
- Strong inter-personal and networking skills;
- Experience of working in a multicultural and multilingual environment;
- Experience in managing people, as well as experience in managing a stakeholder community, is an asset;
- Basic experience with budgetary skills is a plus;
- Willingness to travel on a regular basis in Europe and beyond.

WHAT EUA OFFERS

EUA is looking to recruit someone to start as of June 2024.

The Association offers a full-time (40 h/w) permanent contract under Swiss law, an attractive leave package and an advantageous pension scheme.

The role will involve regular travel to our Brussels' office and other European locations, with occasional travel beyond Europe.

We also offer the successful candidate flexibility and teleworking opportunities. The Head of CDE will organise their own working hours, respecting the 8-hour working day.

HOW TO APPLY

If you feel that you have the motivation and skills for the job, please email your CV and a concise (two pages maximum) motivation letter, quoting your salary expectations and availability to start, to recruitment@eua.eu.

The deadline for applications is 24 March 2024.

Shortlisted candidates will be invited to an interview (live or videoconference).

EUA regrets that it is unable to acknowledge all applications received.

Please note that only suitable candidates will be invited for an interview.



The European University Association (EUA) represents more than 870 universities and higher education associations in 49 countries. Located in Brussels and Geneva, the EUA secretariat is comprised of more than 40 staff members; EUA's mission is to promote the development of a coherent system of education and research at the European level through studies, projects and

Avenue de l'Yser, 24, 1040 Brussels, Belgium • Tel: +32-2 230 55 44
114, Rue du Rhône, Case Postale 3174, CH 1211 Geneva 3 • Tel: +41 22 552 02 96