



European Association for  
Quality Assurance in Higher Education

ENQA is currently looking for a  
**Director**  
for its office in Brussels.

The European Association for Quality Assurance in Higher Education (ENQA) is a membership organisation which represents higher education quality assurance agencies at the European level and internationally. ENQA provides a variety of services and activities for members including contributing expertise, conducting studies, cooperating in international projects and coordinating external reviews of quality assurance agencies. More information on ENQA and its activities can be found on the [ENQA website](#).

**Position:** Director

**Duration:** Permanent contract

**Type:** Full time

**Start:** as soon as possible

**Deadline for applications:** 25 October 2021

ENQA is looking to hire a Director, for its office in Brussels, who will be responsible for the general supervision and management of the ENQA's Secretariat, currently a team of seven staff members. The role of the Director is to deliver activities in line with the strategic plan defined by the Board in order to provide high value services for Members and Affiliates and to drive the development of quality assurance in higher education across the European Higher Education Area.

## Responsibilities

The role of the ENQA Director, under the direct supervision of the Board, and in line with the Rules of Procedure, includes:

- Advising the ENQA Board with regard to the strategic plan and translating the strategic plan into annual workplans and functional guidelines;
- Managing ENQA's statutory activities and securing accurate follow-up and execution of the decisions taken by the Board and the General Assembly;
- Organising and managing the Secretariat and its processes;
- Managing the annual budget of ENQA and ensuring a stable and costefficient financial management;
- Selecting, motivating, evaluating, and supporting the development of the Secretariat staff;
- Building and maintaining internal and external relations/partnerships to achieve optimal cooperation with stakeholders and ensuring ENQA's reputation at the European and international level;
- Representing ENQA in international meetings, conferences and projects.

## Requirements

The Director role requires experience in the relevant field as well as organisational and interpersonal skills and a strong interest in the development of European higher education. Therefore, preference will be given to the candidate who demonstrates the combination of the following background and qualifications:

- Master's degree or equivalent experience;
- Extensive experience of effectively managing people and projects, policy and finances;
- Experience in European policy and networking, Quality Assurance in Higher Education and EU-funded projects;
- Excellent communication skills, including excellent command of English (written and oral) with knowledge of French and/or Flemish also being an advantage;
- Flexible, service-oriented with a multicultural mindset;
- Ability to work with tact and diplomacy;
- Excellent organisational skills, ability to manage a range of activities simultaneously, adjust priorities as required, ability to work under pressure and to keep to set timelines;
- Ability to work both independently and lead a team, in a complex international environment.

The position is based in the ENQA office in Brussels. Although staff are currently working from home due to the Covid-19 pandemic, a gradual return to the office is foreseen for the coming months with the possibility to maintain some flexibility between office and home working. The successful candidate would be expected to re-locate to Belgium if not already based here.

ENQA provides an exciting international working environment, with a small and dynamic team where individual initiative and team work are both highly valued. ENQA offers an attractive salary and benefits package. Salaries are subject to yearly indexation and to ENQA progression scheme.

## How to apply?

Please send a detailed CV (not more than two pages) and a motivation letter, outlining your suitability for and interest in this position and indicating your salary expectations and the earliest possible starting date, to Anais Gourdin at [anais.gourdin@enqa.eu](mailto:anais.gourdin@enqa.eu).

If you wish to have an informal discussion about the role with our President prior to applying, please contact us at the same email address.

The deadline for applications is **25<sup>th</sup> October 2021**. Interviews are expected to take place on the second half of November in Brussels or online, depending on Covid-19 limitations. Please note that due to the expected high number of applications only short-listed candidates will be contacted.

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