

Due to the departure of its current Director, EQAR is keen to get into contact with suitable candidates for the role of Director.

The [European Quality Assurance Register for Higher Education \(EQAR\)](#) was founded in 2008 through a decision of the European ministers responsible for higher education. EQAR is responsible for the European Quality Assurance Register for Higher Education, listing those agencies that comply substantially with the Standards and Guidelines for Quality Assurance (ESG) in the European Higher Education Area (EHEA). Since 2018, EQAR has managed the [Database of External Quality Assurance Results \(DEQAR\)](#) as a European one-stop shop for information on quality-assured higher education in Europe.

EQAR is a membership organisation of (currently 43) EHEA governments, the E4 (ENQA, ESU, EUA, EURASHE), and other stakeholder groups. EQAR's strategy is decided upon by the General Assembly (GA), consisting of governments and stakeholders, whereas the Board (consisting of representatives from the E4) oversees the implementation of EQAR's strategy. The Register Committee takes – independently – decisions on the admission (and removal) of agencies to the Register. EQAR's bodies are chaired by a President, who is appointed for a three year period (renewable once) by the General Assembly.

The Director leads EQAR, prepares the policies and projects, and is the main advisor to the GA, the Board and the Register Committee. This is a multi-faceted and demanding job, and is in high esteem within the Bologna Process.

We are looking for a highly motivated and experienced:

Director

Principal responsibilities and tasks:

- Managing the day-to-day affairs, including the financial management of EQAR and the running of the [Secretariat](#) (including HR).
- Acting as Secretary to the Register Committee, overseeing and taking responsibility for the screening of applications and substantive change reports received, including analysing applications and reports by (registered and applicant) quality assurance agencies.
- Preparing the meetings of EQAR's Board, the Appeals Committee and General Assembly.
- Preparing proposals for EQAR's Strategy and Work Plans, as well as coordinating and overseeing their implementation.

- Coordinating the preparation of policy information, based on monitoring and analysing the activities of registered agencies and EHEA governments.
- Ensuring regular communication with the EQAR members, registered agencies and other key partners.
- Representing EQAR in conferences, seminars and towards governments, stakeholders, agencies and other external parties.

Requirements:

- At least three years of experience – at European/international level with preference – in managing teams within an organisation of a similar scale and in managing and coordinating projects (including financial management), or equivalent experience.
- Completion of a second cycle university degree/master level (EQF level 7) qualification, or equivalent relevant experience.
- Knowledge and experience in European policies and practices in quality assurance of higher education.
- Excellent organisational and communication skills, including ability to draft and speak in English (full proficiency), with knowledge of French being an advantage.
- Ability to work both independently and as part of a team, in a complex international environment: intercultural and political sensitivity, as well as strong negotiation skills are necessary.
- Willingness to travel regularly, especially within the European Higher Education Area.
- Understanding of databases and IT developments relevant to EQAR are an advantage.

What we offer:

- Remuneration of EUR 5 500 to 6 000 gross per month, depending on experience.
- A full-time contract of 12 months, which can be converted into an open-ended contract after a positive evaluation after at least 9 months in the role.
- Brussels-based office (in the heart of the EU quarter).
- Attractive package of benefits including lunch vouchers, cell phone and subscription, office bicycle, complementary health insurance and supplementary pension scheme (group insurance).
- A dynamic, flexible, and multi-national working environment.
- A team of highly experienced and dedicated colleagues.

How to apply:

The Recruitment Committee invites interested individuals to send their motivation letter and CV to annelies.traas@eqar.eu before 30 April 2024. The Committee will invite suitable candidates for an online interview on 15 May 2024. Your application and all related matters will be handled confidentially. For further information, please visit our website www.eqar.eu or contact Annelies Traas (04740 9009 74).