



## **4EU+ European University Alliance Secretariat General, Project Officer Heidelberg, Germany**

### **About 4EU+**

**The 4EU+ European University Alliance** has a mission to develop a barrier-free and continuously deepening cooperation in education, research and innovation within the Alliance, based on shared European values. The six members of 4EU+ are large, public, well-established universities that are comprehensive and research-intensive. They are also the top universities in their respective countries (Charles, Heidelberg, and Sorbonne Universities, and the Universities of Copenhagen, Milan, and Warsaw).

This network can be represented as an ever-widening circle, which extends out from the 4EU+ members to include associated partners, external partners and society at large.

4EU+ aims to serve as a touchstone for quality in the European Higher Education and Research Area, by building a cross-institutional, integrated university system, boosting access to best practices and integrating lessons learned to the benefit of other institutions and society.

The 4EU+ European University Alliance was founded in 2018. The Alliance has spent the first two years consolidating the governance, as well as implementing the Erasmus+ European University Project granted by the European Commission. In 2021, the Alliance looks forward to implementing the H2020 Science with and for Society (SwafS) project also granted by the European Commission. The activities of 4EU+ nevertheless exceed beyond these projects.

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

### **Open Position:**

Project Officer

### **Tasks & Responsibilities:**

Under the supervision of the Secretary General, the Project Officer will assist 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:**

- reports on projects' progress and contributes to the development of project proposals.
- monitors project performance; conducts evaluations and assessment of results.
- contributes to the collaboration with EU bodies and with other Alliances
- monitors the activities of other European University Alliances, benchmarking 4EU+ against these Alliances
- supports 4EU+ representatives in FOR-EU subgroups
- 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 promoting the 4EU+ vision, strategy, and policies
- contributes to the development and implementation of a fundraising strategy
- 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 Association's business plan

### **Type of contract**

FTE (5 days a week), based in Heidelberg

## **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.

## **Selection Process:**

**Candidates are requested to send by 22 May 2021 their complete CV, motivation letter and the full names of two referees with complete contact information to [isabelle.kratz@4euplus.eu](mailto:isabelle.kratz@4euplus.eu).**

Selected candidates will be contacted and interviewed by Secretary General and her deputies.



More about the 4EU+ Alliance is available [under this link](#).

For formal inquiries about the position, please write to:

**[isabelle.kratz@4euplus.eu](mailto:isabelle.kratz@4euplus.eu)**