



EQAR is currently looking for a **DIRECTOR**(Secretary to the European Register Committee) (**Full-time**)

The European Quality Assurance Register (EQAR), created in 2008 as a tool to provide clear and reliable information on QAAs operating in Europe, is looking for highly motivated and experienced professional to manage the small EQAR Secretariat based in Brussels and act as Secretary to the European Register Committee, the body responsible for the evaluation of applications for inclusion in the Register.

EQAR is a stakeholder partnership, developed and founded by the following four representative bodies of European higher education with a keen interest in enhancing the quality of European higher education: ENQA, ESU, EUA and EURASHE, known as the 'E4'. The Director of EQAR will report to the Executive Board of EQAR that is made up of representatives of these four organisations. More information on EQAR can be found on www.eqar.eu

Principal Responsibilities and tasks

The role of the EQAR Director – reporting to the EQAR Board, and where appropriate to the Chair of the European Register Committee – includes:

- Managing the day to day affairs, including the financial management of EQAR and the running of a small Secretariat;
- Acting as Secretary to the Register Committee, taking responsibility for preparing and organising the regular meetings of the Register Committee, and for the initial screening of applications received;
- Preparing and organising meetings of the EQAR Board and General Assembly as necessary and taking account of the relevant articles in the EQAR statutes;
- Ensuring regular communication with the E4 group and other partners

This is a demanding role that requires experience in the relevant field as well as organisational talent, people 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:

- At least 5 years previous experience of independent project management and coordination, including financial management, or of running a small organisation of a similar size, or equivalent experience;
- Completion of a second cycle university degree/master level qualification or equivalent, relevant experience;
- Experience of European policies and practices in quality assurance in higher education;
- Excellent organisational, oral and communication skills, including ability to draft in English, with knowledge of French and/or Dutch also being an advantage;
- Ability to work both independently and as part of a team, in a complex international environment.

The Association offers a permanent position under Belgian law including an attractive package of benefits including lunch vouchers, a medical insurance and a pension scheme.

A CV and cover letter should be sent to the **EQAR Executive Board** at the following email address: eb@eqar.eu **by 1 October 2009.**

EQAR regrets that we are not able to acknowledge all applications received. Please note that only suitable candidates will be contacted for interview.