

The [European Quality Assurance Register for Higher Education \(EQAR\)](#) is the official register of quality assurance agencies that have demonstrated substantial compliance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). An organisation in the public interest, EQAR promotes transparency, trust and international recognition. To that end, EQAR also manages the European [Database of External Quality Assurance Results \(DEQAR\)](#). EQAR is governed and funded jointly by European governments and stakeholder organisations.

We are looking for a highly motivated and experienced

Policy and Project Officer

Location: Brussels / **Full time** / Start date: **immediate** / Contract duration: 1 year

Your main responsibilities:

- Analyse applications and reports by (registered and applicant) quality assurance agencies, supporting the EQAR Register Committee in its work
- Review and update information and guidance for applicant agencies
- Contribute to managing DEQAR, including:
 - Project management and overall reporting
 - Handling questions from agencies and other users
 - Maintaining the data on higher education institutions
 - Preparing the DEQAR final conference

Your ideal profile:

- Keen interest in European higher education policy
- Prior experience in quality assurance of higher education or in a European or international environment is an asset
- Outstanding organisational and communication skills
- Excellent oral and written command of English
- Good IT skills and mastery of standard office applications (word processing, spreadsheet, presentation)

We offer:

- Flexible working conditions in a small European organisation
- Additional benefits include: lunch vouchers, cell phone and subscription, office bicycle, complementary health insurance, supplementary pension scheme (group insurance)

How to apply:

Please send your cover letter and CV to vacancy@eqar.eu at your earliest convenience.

For further information, please visit <https://www.eqar.eu/about/jobs/> or contact Colin Tück (EQAR Director) at colin.tueck@eqar.eu or +32 2 234 39 11.