

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 (occasional travel within Europe required)
full time (38h / week) – start date: **immediate**

Your main responsibilities:

- Analyse applications and reports by (registered and applicant) quality assurance agencies, supporting the EQAR Register Committee
- Review and update information and guidance for agencies
- Ongoing maintenance of DEQAR, in particular:
 - Monitoring submission of reports by agencies
 - Handling questions from agencies and end users
 - Maintaining the data on higher education institutions
- Manage and implement activities of the [DEQAR CONNECT](#) project

Your ideal profile:

- Experience or 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 command of English, in particular in the drafting of official documents
- Good IT skills and mastery of standard office applications (spreadsheet, word processing, presentation)
- Understanding or experience in the field of databases (SQL), data tools and web technologies (REST APIs) is an asset

We offer:

- Flexible working conditions in a small European organisation
- Regular full-time employment contract under Belgian law
- Additional benefits include lunch vouchers, cell phone and subscription, work laptop, 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.