The European Quality Assurance Register for Higher Education (EQAR) is a public-interest organisation, established to promote transparency, trust and international recognition in European higher education. EQAR is the official register of quality assurance agencies that comply with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), and 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

Your main responsibilities:

- Management of the Register and support of the EQAR Register Committee
  - Analyse applications and reports by (registered and applicant) quality assurance agencies
  - Draft decisions on applications and change reports
  - Communicate with agencies and review coordinators
  - Review and update information and guidance for agencies
- Maintenance and development of DEQAR
  - Monitoring submission of reports by agencies
  - Handling questions from agencies and end users
  - Monitoring DEQAR integrations with partners (ETER, EDC, EBSI, some ENIC-NARICs) and keeping contact with those partners
  - Managing further developments of DEQAR in cooperation with external software developers/contractors
  - Maintaining the data on higher education institutions and alternative providers
- Activities to support the realisation of the European Higher Education Area (EHEA), primarily in the context of projects EQAR is involved in (currently IMINQA, TPG-LRC CoRE, QA-FIT – see website for details)
  - Support desk research, analyses, surveys and reports related to quality assurance and recognition
  - Plan and implement meetings and events (primarily targeting EHEA governments) on those topics
  - Cooperate with project and other partners

Your ideal profile:

- At least 3 years' experience in European higher education policy

- Prior experience in quality assurance of higher education or in a European or international environment is an asset

- Understanding or experience in the field of relational databases (SQL), basic web technologies (REST APIs) and relevant frameworks (DEQAR is based on Django REST framework) is an asset

- Outstanding organisational and communication skills

- Ability to work in a team

- Excellent command of English, eye for detail and experience in the drafting of both analytical and formal documents

- Good IT skills and mastery of standard office applications (spreadsheet, word processing, presentation)

- Skills in the field of statistics and related IT tools are an asset

- Available to travel within Europe occasionally (+/- 5 trips per year)

We offer:

- Flexible working conditions in a small and dynamic European organisation

- Regular full-time (38h/week) employment contract under Belgian law

- An office in the heart of Brussels' EU quarter, with the possibility to work remotely up to 50% of your time

- Monthly gross salary of EUR 3200 – 3500 depending on your experience

- Attractive package of benefits including 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. Applications will be reviewed on a rolling basis starting **from 25 October 2023 until 15 November 2023.** Interviews are expected to take place in the second half of November in Brussels or online.

For further information, please visit our website www.eqar.eu or contact Magalie Soenen (EQAR Director) at magalie.soenen@eqar.eu or +32 494 62 02 68.