

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

## Executive Officer

Location: **Brussels** / Full time / Start date: **as soon as possible** /  
Contract duration: **1 year** (with possibility of extension)

### Your tasks and responsibilities:

#### 1. Operational Management & Administrative Support

- Ensure the smooth day-to-day running of the EQAR office.
- Liaise with external service providers.
- Provide transversal and comprehensive administrative support: address HR, legal and administrative matters pertaining to EQAR's status as an AISBL in Belgium.

#### 2. Internal communication

- Oversee and manage the central document repository of EQAR: curating content and managing user accounts.
- Conduct rounds of annual updates with EQAR members and registered quality assurance agencies.

#### 3. External communication

- Serve as the first point of contact for the Secretariat, managing the central e-mail inbox and handling general inquiries.
- Project communication and dissemination.
- Coordinate the production of the EQAR Annual Report.
- Draft, edit, and publish content for the EQAR website (including the quarterly EQAR Newsletter) and official social media channels, monitor analytics and plan follow-up.
- Provide editorial support for the drafting of EQAR official publications (e.g. policy briefs, analyses, developing infographics etc.).

#### 4. Event organisation

- Plan and execute logistics of all EQAR meetings and events, including managing participant registrations, travel and accommodation arrangements, venue sourcing, and catering.

- Coordinate event logistics for EQAR's involvement in European projects.

#### Your ideal profile:

- Minimum of two years of professional experience in office management and administrative support. Experience in international NGOs/associations in Belgium and/or experience in event organisation and communications would be an asset.
- Language: excellent, native-level command of written and spoken English and a working knowledge of French and/or Dutch.
- Strong proficiency in standard office applications (e.g. Microsoft Office or similar) is required. Proficiency in WordPress website management and/or social media platforms would be an asset.
- Strong sense of personal responsibility and autonomy in work, with a proactive, problem-solving attitude and a hands-on approach.
- Ability to work on a diverse set of tasks and to prioritise between them.
- Team-oriented spirit and ability to work closely within a small and international team.
- Highly structured and efficient approach to handling practical tasks and logistics.
- Willingness to travel several times per year, mainly within Europe.

#### We offer:

- Remuneration between 2800 - 3200 EUR gross per month, depending on experience. The annual package includes a 13th-month salary and double holiday pay in accordance with Belgian law.
- A full-time contract of 12 months, which can be extended following a positive evaluation.
- Attractive benefits package including lunch vouchers, cell phone and subscription, complementary health insurance and supplementary pension scheme (group insurance).
- Flexible working conditions in a small European organisation, including the possibility to work from home part of the week.
- A team of highly experienced and dedicated colleagues in a dynamic and international working environment.

#### How to apply:

We invite interested individuals to send their motivation letter and CV to [aleksandar.susnjar@eqar.eu](mailto:aleksandar.susnjar@eqar.eu) **by 29 March 2026**. Please be aware that applications will be considered on a rolling basis and the call **might be closed earlier if a suitable candidate is selected**.

Your application and all related matters will be handled confidentially. For further information, please explore our website or contact Aleksandar Šušnjar (EQAR Director) via email or phone (+32 485 395 460).