

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.
  - o(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). We have extended the deadline by one week to 5 April 2026. Selected candidates will be invited for an interview (in person or online) on 10 April. Please be aware that applications are being considered on a rolling basis and that 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).