

Job Advertisement: Secretary General – EURECA-PRO European University Alliance - m/f/d

About EURECA-PRO

EURECA-PRO (European University on Responsible Consumption and Production) is one of the European Universities alliances supported by the European Commission. The alliance brings together nine universities across Europe with a shared commitment to advancing excellence in education, research, innovation, and societal engagement in support of the United Nations Sustainable Development Goal 12: Responsible Consumption and Production.

To support the long-term development and sustainability of the alliance and its legal entity (INPO), EURECA-PRO is seeking to appoint a Secretary General.

Position Summary

The Secretary General serves as the neutral executive of the EURECA-PRO Alliance and its legal entity. The role supports the implementation of the alliance's strategic roadmap, strengthens external representation and partnerships, contributes to long-term sustainability and fundraising efforts, and supports the development and operation of permanent governance structures.

The Secretary General strategically reports to the General Assembly and operationally to the Executive Board of the EURECA-PRO Legal Entity. The role operates in close cooperation with the General Project Manager and Alliance operational structures while maintaining a distinct focus on the long-term development, external representation, sustainability and institutional consolidation of the Alliance.

Role Purpose

- Alliance Executive
- Coordination of EURECA-PRO INPO between universities
- Driving implementation of the Alliance's political roadmap

Main Responsibilities

Strategic Development and Alliance Support

- Drive implementation of the alliance's strategic roadmap and long-term objectives.
- Support implementation of decisions adopted by the General Assembly and Executive Board.
- Identify opportunities to strengthen the alliance's long-term sustainability, visibility, and influence.
- Contribute to the establishment and operationalisation of the EURECA-PRO legal entity.
- Support institutional transformation and the transition towards permanent alliance structures.

External Representation and Stakeholder Engagement

- Represent EURECA-PRO towards European institutions, policy organisations, networks, public authorities, and strategic partners.
- Establish and maintain relationships with key European and international stakeholders.
- Promote the alliance's achievements, ambitions, and societal impact.
- Monitor relevant developments in the European higher education policy landscape and communicate opportunities to Alliance leadership.
- Attend to global outreach and dissemination of the Alliance's activities.

Partnerships and Sustainability

- Develop and strengthen strategic partnerships with academic, public, private, and civil society organisations.
- Contribute to fundraising and identification of future funding opportunities.
- Support sustainability planning for the alliance and its legal entity.
- Facilitate cooperation with associated partners and stakeholder groups.

Communication, Visibility and Impact

- Strengthen the visibility and positioning of EURECA-PRO at European and international level.
- Support dissemination of alliance achievements and impact.
- Work closely with communication and dissemination structures across the alliance.
- Promote EURECA-PRO within the European Universities Initiative ecosystem.

Legal Entity Administration and Governance

- Support the effective administration and operation of the EURECA-PRO legal entity.
- Coordinate governance and administrative processes required for its functioning.
- Ensure preparation, implementation, and follow-up of decisions of the General Assembly and Executive Board.
- Coordinate external service providers and operational support functions.

Essential Requirements

Applicants must demonstrate:

- Master's degree (PhD considered an advantage).
- At least 8–10 years of relevant professional experience.
- Significant experience in higher education, international cooperation, European programmes, public administration, international organisations, or large-scale multi-partner initiatives.
- Proven experience in senior leadership, executive coordination, or strategic management functions.
- Strong understanding of European higher education policy and institutional cooperation frameworks.
- Knowledge of European funding programmes and policy processes.
- Experience working with senior institutional leadership and governance bodies.
- Experience operating in complex international and multi-stakeholder environments.

- Excellent communication, negotiation, facilitation, and representation skills.
- Ability to work independently while balancing institutional and collective interests.
- Excellent command of English (C1/C2).

Desirable Qualifications

The following would be considered an asset:

- Experience within a European University Alliance or comparable European cooperation initiative.
- Experience with legal entities, international associations, or non-profit governance structures.
- Experience in fundraising, sustainability strategies, or partnership development.
- Experience representing organisations at European level.
- Experience in collaboration across diverse institutional environments.
- Sensitivity to and experience working with widening countries.
- Knowledge of additional European languages.

Key Competencies

The successful candidate will demonstrate:

- Strategic thinking and sound judgement.
- Political awareness and diplomatic skills.
- Ability to build consensus across diverse institutional and cultural contexts.
- Strong interpersonal and relationship-building skills.
- Intercultural sensitivity and collaborative leadership.
- Organisational development and change management capability.
- Integrity, professionalism, and discretion.
- Resilience, adaptability, and solution-oriented thinking.
- Commitment to serving the collective interests of the alliance.

Employment Conditions

- Full-time position.
- Intended starting date: November 2026 (subject to availability and notice periods).
- Contract duration initially until October 2027.
- Salary package expected within the range of approximately EUR 90,000–120,000 gross annually, depending on experience, qualifications, and the applicable employment framework.
- The successful candidate will be employed by one of the EURECA-PRO member universities. The employing institution will be determined following completion of the recruitment process and prior to contract signature.
- The employing university will provide the formal employment framework, including HR, payroll and administrative support.
- Regular presence in Brussels and frequent travel within Europe are expected.

Application Procedure

Applicants are requested to submit:

- Curriculum Vitae.
- Motivation Letter.
- Copies of relevant academic qualifications.
- Contact details of at least three professional references.

Applications should be submitted electronically by **31 July 2026** to recruitment@eurecapro.eu. Applicants are requested to submit all required application documents in a single PDF file.

Shortlisted candidates may be invited to participate in interviews and may be asked to complete an additional strategic exercise or presentation as part of the selection process.

For more information about EURECA-PRO, please visit eurecapro.eu.