

## Open Call: Director of ESN AISBL

The Erasmus Student Network (ESN) is Europe's biggest student organisation, present in 500 Higher Education Institutions in 37 European countries. Our aim is to support and develop student mobility and the internationalisation of higher education, through providing services and opportunities to students.

The Headquarters is responsible for managing the Network, developing and implementing new projects and advocating for student mobility and internationalisation of higher education. The Network is led by the International Board of ESN which is supported by the Secretariat.

The Board of ESN International, based in Brussels, is looking for a Director to manage the ESN AISBL Secretariat from December 2015 /January 2016.

### *Job description*

- Human Resource Management
  - Management of Secretariat and Employees
  - Task and workload management
- Grant management
  - Investigating grant opportunities
  - Overview of existing grants
  - Reporting of project and preparing and writing of new European & National grant applications
- Administrative tasks
  - Official documents of ESN – responsible for official documents, contact with Belgian administration and notary
  - Implementation of Customer Relationship Management system (CRM) and internal documentation
  - Facilitation of knowledge transfer regarding administrative duties for the board
- Support to the Board
  - Coordination of Board Meetings
  - Following up tasks and deadlines of the Board
- Representation
  - Support the Board with external representation

### *Profile*

- Qualifications:
  - Work experience of minimum 3 years in related positions or field
  - Minimum of a Master Degree in Management or related field
- Professional and technical competencies:
  - Knowledge of Human Resources Management rules and procedures
  - Proven experience of team management
  - Knowledge of project management techniques and methods

Erasmus Student Network

Rue Hydraulique 15 - 1210 Brussels – BELGIUM

Phone: +32 2 2567427

Email: [secretariat@esn.org](mailto:secretariat@esn.org)

- Very good knowledge of the Office Package (Word, Excel, PowerPoint...) and online tools such as CRM systems
- Proficiency in English and French
- Interest in high-level non-profit and NGO management
- Knowledge / experience in ESN or a similar international network (local, national, international)
  
- Personal attitudes and values:
  - Proficient in working with volunteers
  - Flexibility with working hours
  - Structured way of working
  - Comfortable to work in a multicultural environment

### **Highly valued**

- Experience in a European network
- Knowledge of ESN projects
- Knowledge of European grants and grant writing
- Knowledge of Youth and Education issues at the European level
- Knowledge of financial management
- Knowledge of the Belgian social law and NGO legislation
- Experience of volunteering or work in NGO's
- Knowledge of other languages

### **Term and conditions**

- Full time contract (38 hours / week)
- Duration of 2 years (renewable)
- 2900€ brut monthly salary
- Transportation covered as by the Belgian law
- Health insurance covered

To apply, send your **motivation letter and CV** to [applications@esn.org](mailto:applications@esn.org). Please use the subject line **"Director"**.

**Deadline** for the application is **November 19th, 23:59 CET**.

**Interviews will be conducted on a rolling basis.**

For more information about our organisation please visit our website [www.esn.org](http://www.esn.org).