

Brussels, 31 March 2025

ACA Office & Events Manager

The **Academic Cooperation Association (ACA)** is looking for a competent, experienced, highly motivated and flexible professional to support the development and implementation of ACA's activities and contribute to the association's project work, analysis and member development activities in the field of **European and international cooperation in higher education**.

The **Office & Events Manager** has a crucial one within the ACA Secretariat, ensuring the smooth day-to-day running of the office, supporting the other members of the team with the organisation of different activities and travel, as well as managing the logistical part of ACA's events (typically taking place in Brussels, and occasionally abroad).

Detailed job description and requirements

- **Office management** tasks:
 - Organising meetings onsite, online as well as in hybrid mode
 - Dealing with day-to-day correspondence (emails, post and phone)
 - Ordering stationery, IT equipment, and other supplies needed for the good functioning of the office
 - Collecting and uploading the invoices of clients/suppliers to an online platform, for payment by ACA's External Accountant
 - Implementing and maintaining procedures/office administrative systems
 - Ensuring that health and safety policies, as well as Labour Regulations are up to date
 - Processing the monthly payroll of staff (Sdworx), registering new employment or collaboration contracts and supporting with related administration, as needed
 - Managing the administrative procedures for publishing statutory meeting decisions in the Moniteur Belge
 - Providing administrative support to the other members of the team (making group bookings, printing of documents/invoices, collecting invoices/reimbursement requests)
- **Events-related** tasks:
 - Organising the logistics of ACA's events and conferences (venue search, gathering quotes, communication with suppliers), with support from the ACA Communications Officer
 - Onsite coordination of all logistical matters the day of the event, with support from the ACA Communications Officer and the rest of the team
 - Booking transport and hotel accommodation of speakers/moderators
 - Managing reimbursement procedures for speakers/moderators

Background, qualifications and skills

- Knowledge of the Belgian social security system is **a must**, as is a **minimum of 3 years of experience in Belgium** with similar tasks in both the office and events management part of the job.
- Language proficiency at native-speaker level in both English *and* French is likewise mandatory.
- Proficiency in Microsoft Office and online communication tools (including technical skills on online community management and support), familiarity with Microsoft Teams and Zoom.

- Strong planning and organisational skills.
- Attention to detail, strong sense of responsibility, reliability with presence in the office, tasks and deadlines.
- Capacity and willingness to learn fast, as well as pragmatic, and goal-oriented approach.
- Good interpersonal skills, capacity to work well in a (small) multicultural team, as well as independently, and proactively.

Additionally valued

- Knowledge of the Dutch language.
- Knowledge of the (higher) education sector area or having worked for other similar associations based in Brussels and active in this field.

What ACA offers

The Association offers a **one-year contract** under Belgian law (with the possibility of extension if agreed by both parties) and a remuneration package, depending on the level of experience, including lunch and eco vouchers, a holiday allowance (and 14 days of holiday/per year for a part-time position, plus the office closure between Christmas and New Years' Eve), private medical and hospitalisation insurance (including dental care), other cumulative benefits, and an end of the year bonus ('13th salary').

The ACA Secretariat is based in Brussels, the position entailing living in (the vicinity of) Brussels, Belgium. The position requires the candidate's **physical presence in the office**, with **teleworking possible one day per week, maximum**. The position occasionally entails international travel, primarily within Europe (1-2 times/year). The position is **part-time (20 hrs./week)**.

ACA is an Equal Opportunity Employer. We are an inclusive organisation and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit and potential alone.

How to apply

The application should consist of the following **three elements**:

- A **Curriculum Vitae** or **resumé**, highlighting relevant professional experience, in line with the job profile.
- A **motivation letter/statement**.
- Names and contact details of **two referees**.

Application deadline: TBC

Candidates are encouraged to apply as soon as possible, and **no later than 10 April 2025**, EOB, as applications will be **reviewed on a rolling basis**. Applications should be sent via email to the ACA Communications Coordinator, Ms **Courtney Hartzell**, at secretariat@aca-secretariat.be. ACA regrets that it cannot acknowledge all applications received. Only applicants meeting **all the requirements** and submitting their **application within the deadline** will be considered for an interview. Applications submitted after the deadline will **not be considered**.

Pre-selected candidates will be contacted and invited for an interview.

Additional tests or practical assignments can be organised in conjunction with the interviews.

Envisaged start date: May 2025

The Academic Cooperation Association (ACA) is a leading Brussels-based stakeholder organisation supporting research, innovative practice-development and smart policymaking in international higher education. ACA has a dual identity, being both an influential think tank – exploring and researching multiple facets of internationalisation in higher education – as well as a strong member-driven association.

As a member-driven platform, ACA provides a shared voice to national agencies for the internationalisation of higher education (many of them also Erasmus+ national agencies), being a unique type of organisation in the world. Within ACA, the members enhance their capacities and join forces in supporting, ‘doing’ and influencing the development of future-oriented, top-quality internationalisation. As a brain-trust, with a sound track record in conducting applied research and providing – through its active members, as well as its very knowledgeable and well-linked Secretariat – ACA provides expert advice on key developments in international higher education to HEIs, governments and supra-national organisations.

Further information about the association and its [strategy 2023 - 2027](#) is available on the [ACA website](#). For any further information about the association in the context of this application, contact Ms Irina Ferencz.