



**European
Engineering Learning Innovation
& Science Alliance**

JOB OFFER: EELISA Executive Director

Budapesti Műszaki és Gazdaságtudományi Egyetem (BME, Hungary), Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU, Germany), İstanbul Teknik Üniversitesi (ITU, Turkey), Scuola Normale Superiore (SNS, Italy), Scuola Superiore Sant'Anna (SSSA, Italy), Universidad Politécnica de Madrid (UPM, Spain), Universitatea Politehnica din București (UPB, Romania) and three French graduate engineering schools -École des Ponts ParisTech, Mines ParisTech and Chimie ParisTech (both affiliated to Université PSL)-, together with our associate partner ENAEE (European Network for Accreditation of Engineering Education), are joining forces to build a European University alliance under the name **European Engineering Learning Innovation and Science Alliance** (EELISA). More info at www.eelisa.eu

EELISA has been granted the European Universities status recognition and a 5 M€ grant by the European Commission, in order to implement a common strategy regarding social impact from education from which their 180,000 students will benefit.

Missions

The Executive Director will be responsible for the correct implementation of EELISA, heading the EELISA secretariat (4 people) and coordinating the 9 partners.

He/She has to

- Supervise the consortium;
 - o Facilitate its general functioning in conformity with the terms of the Consortium Agreement and ensure the coordination of all work packages activities;
 - o Supervising the implementation of the project;
 - o Monitor the work plan;
 - o Prepare consortium board and other meetings;

- Animate the network and facilitate exchanges between partners;
 - Follow the production of deliverables and draft activity reports;
 - Coordinate the organization of project-related events by work package leaders;
 - Sensibilise partners to the dissemination of results, respect for gender equality and the society link.
- Assure the intermediary between the European Commission and the consortium;
 - Manage the project secretariat:
 - Develop and implement the management tools necessary for the management of the project (procedures, guides, standard models of documents, collaborative platforms etc.);
 - Manage the activities of the secretariat/project team in Madrid (4 people);
 - Manage the administrative and financial dimension of the project:
 - Assist partners on the administrative aspects of the project, monitor the application of the rules and administrative procedures to Erasmus+ and H2020 in particular;
 - Follow the expenses (breakdown and transfer of funds, updating and monitoring of the budget, financial summary balance sheets, etc.);
 - Coordinate the preparation, consolidation and submission of financial reports in close connection with UPM administration, within the deadlines set by the European Commission;
 - Make sure that any justification document is prepared and filed by each partner, in anticipation of possible audits;
 - Ensure compliance with the obligations in the grant agreement and the consortium agreement;
 - Follow and update (endorsements) the contract documents;

The Executive Director will manage the project team located in Madrid, work in close cooperation with the dean of studies located in Paris and local contacts points in each partner institution.

He/She will report to the Executive Board.

Required education

Master's or doctoral degree

Required experience

At least 15-years, with relevant management of multi-actor multi-national projects and teams

Knowledge

- Knowledge of higher education in Europe
- Good knowledge of business and management principles and processes involving; program development, planning, resource allocation and coordination of people and resources
- At least English and Spanish
- Good knowledge of European administrative and financial rules
- Knowledge of the operating rules and administrative procedures of a higher education institution

Skills

- Knowledge and experience of engineering education in Europe
- Negotiation, dialogue
- Management of complex international projects
- Financial and administrative management
- Capacity to work with tight deadlines
- Excellent writing and oral skills
- Knowledge of applicable and appropriate strategies of conflict resolution methods
- Knowledge of how to interact, develop interpersonal relationships and work collaboratively with persons from varying backgrounds and experiences in an international environment
- IT skills (Office pack)

Salary: > 60 k€, depending on experience

Location: Madrid (Universidad Politécnica de Madrid), frequent trips to partners and European Commission

Duration: Full-time, from about January 1st 2021 to October the 31st 2023, and possible prolongation if the alliance successfully continues

Information and applications (CV in any format + motivation letter): info@eelisa.eu

Application closing date: November 10th 2020