



Director, EUNIC Office, Brussels

Notes for applicants

The Heads of EUNIC members are opening an office in Brussels to succeed and continue the work of the current Presidency Support Team. The Office will have two full time posts: the Director and a Communications/Network administrator. The latter will be recruited in Belgium in the next few months.

Location. The post is based in Brussels. It is for three years from 1 September 2011 or as soon as possible afterwards. The job description is attached.

Applicants must have a valid contract of employment with a EUNIC member or have had a close relation ship with a EUNIC member in the previous six months at the time of post advertisement to be eligible to apply.

The post is on secondment. *The successful candidate will remain employed by their organisation (or issued by them with a contract). The detailed arrangements will be determined between EUNIC and the employing organisation. Their own organisation is responsible for posting and all formal arrangements for working in Belgium. It is probable that the postholder may be formally assigned to their institute in Brussels for administrative simplicity.*

The application form, to be completed in English, is in three parts:

- an application form
- a letter of motivation
- a statement from their employer that they will be released and placed on secondment if selected

The letter of motivation should be up to 1,000 words and should focus on the applicant's knowledge of EUNIC, its direction and of international cultural relations including European Union policies.

The closing date for applicants is Monday 8 August 2011 1700hrs CET

Applicants who reach the short list will be called for interview in Brussels or Paris in the week of 5 September. Video-conference interviews can be arranged.

Applicants will be informed whether they have been called to interview between 10-12 August. It is important that contact details for this period are on the application form.

Applications should emailed "In Confidence" to Phillipe Nayer, Director of HR at the WBI p.nayer@wbi.be

Further details are available from Steve Green, Team Leader, Presidency Support Team, at Steve.Green@eunic-europe.eu