



The **European University Alliance ENGAGE.EU** is offering a full-time position as

Program Manager ENGAGE.EU (m/f/d)

starting as soon as possible.

ENGAGE.EU is a dynamic European University Alliance bringing together leading universities committed to advancing higher education in Europe and addressing societal challenges in a globalized world. The Secretariat, hosted by the University of Mannheim, supports the Alliance in driving its vision through collaborative, innovative, and impactful initiatives.

Reporting to the Secretary General, the Program Manager will provide vital support for systematic reporting, track progress, and contribute to delivering the Alliance's core program results. The role involves centralized oversight of monitoring and reporting efforts, while ensuring strong coordination across work packages and institutions where subsidiarity plays a key role. Additionally, the Program Manager will coordinate the development of joint procedures for the better management of the Alliance.

This position works closely with other officers at the Secretariat and offers a unique opportunity to make a meaningful impact not only on the Alliance but also on the future of European higher education.

Your tasks include:

- Oversee and manage the ENGAGE.EU Alliance project, ensuring successful implementation, timely delivery, and alignment with Alliance objectives.
- Take charge of centralized monitoring and reporting efforts, ensuring the project's progress is effectively tracked and fully aligned with goals and KPIs. Work closely with work package coordinators and institutional teams to coordinate reporting efforts and balance subsidiarity with cohesion.
- Prepare and deliver comprehensive project reports to the European Commission and other relevant bodies, ensuring compliance and transparency.
- Coordinate and support cross-institutional and international teams within the Alliance, fostering smooth collaboration among stakeholder groups.
- Facilitate the development and implementation of joint procedures to improve the operational management of the Alliance and strengthen collaboration among partners.
- Develop and maintain project plans, timelines, and budgets while monitoring risks and ensuring compliance with publicly funded grant

The **University of Mannheim** is one of the leading universities in Germany with approximately 12,000 students in five schools. Particularly in business and economics as well as in the social sciences the university ranks among the top institutions both at national and international level. More than 2,600 employees profit from an exciting work environment with numerous benefits.

Key information

Start: as soon as possible

Term: until 31st October 2027

Remuneration bracket: E 13 TV-L BW

Weekly hours: 39,5 hours,
the position is generally suitable for job sharing

Location:

Secretariat of the ENGAGE.EU Alliance, hosted by the University of Mannheim, Germany

Application deadline:

23 März 2025

Reference number: VP-332

requirements.

- Facilitate effective communication across levels (up, down, and laterally) within the Alliance and with external partners, fostering trust and understanding.
- Represent ENGAGE.EU in meetings and events as needed.

Your profile:

- A Master's degree (required).
- Proven expertise in project management, particularly in managing European or international projects, including strong experience in monitoring and reporting on publicly funded projects.
- Significant international experience and demonstrated sensitivity to multicultural environments.
- Experience in the field of higher education and/or an affinity with financial and administrative management (an asset).
- Excellent proficiency in English across all skills: reading, writing, speaking, and listening.
- Strong Proficiency in German across all skills.
- Strong leadership abilities, including experience managing and motivating teams.

Key Competencies

- Excellent organizational and time management skills, with the ability to manage competing priorities and perform under pressure.
- Strong coordination and collaboration skills, particularly in multi-stakeholder environments.
- A proactive mindset with intercultural sensitivity and the ability to foster effective working relationships across diverse groups.
- Flexibility and adaptability, with the ability to improvise and manage challenges dynamically.
- Good interpersonal communication skills, fostering trust and transparency at all levels.
- A dynamic, energetic, and positive attitude, committed to delivering results in a fast-paced, high-impact environment.

Additional Assets

- Prior experience working on or leading European projects.
- Familiarity with the European Higher Education and Research landscape.
- Ability and interest in standardizing procedures, streamlining processes, and driving continuous improvement to enhance the operational efficiency of the Alliance.
- Experience in monitoring, evaluation and learning (MEL), including project quality assurance, impact assessment, and the use of monitoring techniques to track progress and enhance program effectiveness and efficacy.
- Openness to travel within Europe as required.

What we offer:

- A challenging and rewarding position at the heart of a dynamic European initiative.

Data protection

Please find detailed information on the collection of personal data from the data subject according to Article 13 GDPR on the university's homepage: www.uni-mannheim.de/datenschutz-bei-bewerbungen.

Submitted application documents will only be returned if you enclose a self-addressed stamped envelope. Otherwise, they will be destroyed in accordance with current data protection law after the application procedure has ended. Electronic applications will be deleted accordingly..

If you apply by e-mail, please note that protection of confidential data cannot be guaranteed as unauthorized third parties might gain access to unencrypted e-mails during transmission.

- The opportunity to work in a highly international, multicultural, and innovative environment.
- The chance to contribute meaningfully to the future of European higher education and the ENGAGE.EU mission.
- Professional growth and development opportunities within the University of Mannheim and the Alliance.



Positive working
atmosphere



International
orientation



Extensive range of
further training
opportunities



Telework



Family-friendly higher
education institution



Job Ticket Baden-
Württemberg

Applications from persons with a disability are given preferential consideration provided that they are appropriately qualified. The University of Mannheim is committed to increasing the quota of women and thus encourages women with appropriate qualifications to apply.

We are looking forward to your application using our University of Mannheim's job portal.

If you have any questions about the position, please contact
Sabine Sainte-Rose, Secretary General at
sabine.sainte-rose@uni-mannheim.de

