



The **ENGAGE.EU - The European University engaged in Societal Change** is offering a full-time position as
Secretary General (all genders)

starting on 1 October 2024.

Built on the experience gained in the last three years after foundation in November 2020, **ENGAGE.EU** aims to further institutionalise its structures and governance. For this, we formulated an ambitious workplan with activities in education, research and innovation, and societal outreach which is funded by the EC. This workplan challenges our existing institutional, national, and European structures, and should path the way towards transition at all those levels. The Secretary General plays a key role to go down this road together.

Appointing a **Secretary General** enforces our ambitions as European University alliance. The Secretary General participates in meetings of the main governing bodies (Governing Board, Area Boards, Executive Committee) and is directly involved in the development of strategies and policies. They report to the Governing Board. The Secretary General is tasked with the coordination and implementation of the mission and goals of **ENGAGE.EU** and the high-level execution of the **ENGAGE.EU** workplan as financed by the Erasmus Plus programme. The Secretary General represents the Alliance externally and is an important link to the European Higher Education network in Europe and beyond. The position is supported by the secretariat's team at the coordinating University of Mannheim as well as by close cooperation with the institutional coordinators of all partner universities.

Your tasks include:

- Supporting the Governing Board – and its members – by preparing the Board meetings, providing direction, and setting the mid- and long-term agenda with the members;
- Providing support and managing the other bodies of ENGAGE.EU;
- Leading and managing day-to-day operations of the ENGAGE.EU Secretariat and ENGAGE.EU Management Team;
- Developing new and innovative strategies, policies, guidelines in line with the Alliance's ambitions in cooperation with the rectors and vice-rectors as well as executive bodies, task teams and students;
- Maintaining and building good relationships with research and education stakeholders, other European University alliances and external partners;
- Facilitating close contact with the European Commission and European policymakers;

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.

ENGAGE.EU – The European University engaged in Societal Change is an alliance of currently nine outstanding European universities in the fields of business, economics, and social sciences: University of Mannheim, Hanken School of Economics, Luiss University, Norwegian School of Economics, Tilburg University, University of National and World Economy, Ramon Llull University, University Toulouse Capitole, Vienna University of Economics and Business. Our vision is to empower a new generation of European citizens in these areas to frame and solve future challenges, equipped with a research-based approach. Our activities are based on shared European values. Through collaborative efforts and comprehensive interdisciplinary approaches, we strive to drive innovation, promote sustainability, and, ultimately, have a positive impact on the world.

Key information

Start: 1 October 2024

Term: until 31 October 2027

Remuneration bracket: E 14 TV-L BW

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

Location:
Mannheim, City

Application deadline:
19 April 2024

- Promoting the ENGAGE.EU vision, strategy, and policies;
- Coordinating the implementation of activities and tasks within the Alliance;
- Taking responsibility for the ENGAGE.EU budget;
- Travelling to Brussels and to all partner universities is expected on a regular basis.

Your profile:

The ideal candidate

- Has excellent intercultural relationship management skills and experience in managing international teams and people;
- Is service and solution oriented, and has a diplomatic mindset;
- Can bring people together, is sensitive to the needs of others, and builds bridges;
- Provides visionary and thought leadership;
- Has excellent interpersonal, communication, networking and negotiation skills;
- Has proven experience (10+ years) and operational excellence in managing complex international projects and leading teams;
- Has profound knowledge of current European Higher Education and Research policies and developments and a thorough understanding of the functioning of EU institutions;
- Has experience in the development of policies and strategies in higher education, research and innovation and outreach to society is an advantage;
- Has excellent planning, organising and budgeting skills;
- Has language proficiency level equivalent to minimum C1 in English and speaks at least one additional language. Additional knowledge of German is an asset;
- Holds a Master's degree (preferably in business, economics or social sciences) – a PhD is an asset.

What we offer:

As Secretary General you will be appointed at the University of Mannheim (Germany) in a full-time position (TV-L E14) until 31 October 2027. The University of Mannheim is embedded in an economically strong and vibrant environment of the City of Mannheim, the cultural and economic centre of the Rhine-Neckar metropolitan region. The University of Mannheim is granted the certificate as "family-friendly university", offers flexible working hours and 30 days per year of leave.

At the University of Mannheim an experienced secretariat team will support you. You will be embedded in intercultural teams of representatives of all partner universities, especially the ENGAGE.EU Management Team on a day-to-day basis and the Executive Committee.

An executive search exercise is being undertaken by Perrett Laver to assist the Selection Committee in identifying the widest possible field of qualified candidates and assisting in the assessment of candidates against the requirements for the role.

Informal enquiries and questions can be directed to Boris Evenhuis on +31 (0) 20 or by emailing boris.evenhuis@perrettlaver.com. Applications can be

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.

uploaded at <https://candidates.perrettlaver.com/vacancies/>,

quoting reference number 6944. The closing date for applications is at 9 am CEST on Friday 19th April 2024.

Applications should consist of a cover letter addressing suitability against the person specification and a full curriculum vitae.

Applications will be considered by the Selection Committee in April. Perrett Laver will conduct preliminary discussions with longlisted candidates in beginning of May and the Committee will then meet at the end of May to decide on a shortlist of candidates. These individuals will subsequently be invited for formal interviews in mid June. Selection of and negotiations with the preferred candidate will take place thereafter.

A development assessment will be part of the procedure.



Positive working
atmosphere



Flexible work time and
workplace models
(flexitime, telework)



Diversity



International
orientation



City of culture



Family-friendly higher
education institution

Applications from persons with a disability (minimum 50 %) 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.

If you have any questions about the position, please contact Boris Evenhuis at

boris.evenhuis@perrettlaver.com

