

Secretariat General of the European University of Technology

Position: Executive Cabinet and Operations Manager

Gender is generic.

Required background: M or PhD

Organisational assignment: Secretariat General of the European University of Technology

Contract type: project contract until 31 October 2027, renewable

Quota: full time

Salary: A category position

Job position in the service: under the authority of the Secretary General of the European University of Technology, in interaction with the whole team of the Secretariat General and the Universities members of EUT+

The "European University of Technology – EUT+" initiative was selected for the "European Universities" initiatives launched by the European Commission to experiment strong convergence trajectories between existing universities. One of the objectives of the initiative is to define what European universities could be, as future key players in the European higher education area. Within this alliance, we have built a very ambitious vision of a "European University of Technology" based on strong values and a high integration objective.

These initiatives are monitored and funded at the highest level in Brussels, by the Directorate General EAC. This is a large-scale initiative, since it will involve all levels of universities, with major changes to be implemented. Concretely, a first experimental convergence phase of 3 years (until October 2023), steered as a "standard" European project, prefigured the creation of the European University of Technology, it is now being continued in a second, more institutionalised phase lasting 4 years. In our case, 1000 people involved and a direct budget of more than 15 M€ to support the transformation actions. Beyond the figures, this initiative must both transform deeply established university cultures and support the members towards a new vision of the role of universities. EUT+ is considered as one of the most ambitious EU initiatives, noticed and often cited by national ministries or the European Commission.

The *Executive Cabinet and Operations Manager* works directly under the authority of the Secretary General of the European University of Technology. The position is conceived as a pivotal role at the

interface between strategic support, cabinet-style preparation and follow-up, and the operational coordination of the Secretariat General. The position is a hybrid cabinet and operations role. It is not limited to project management, nor is it a purely administrative position. It requires the ability to understand strategic priorities, translate them into structured operational follow-up, and support the Secretariat General in maintaining coherence, responsiveness and reliability in a fast-evolving European institutional environment.

The *Executive Cabinet and Operations Manager* will combine discretion, anticipation, organisational discipline, writing skills, diplomatic interpersonal abilities and a strong capacity to work transversally. The position requires someone able to support a strategic line, structure complex information, follow up decisions, organise collective work without hierarchical authority, and contribute to the professionalisation and resilience of the Secretariat General. The coordination of SG activities is exercised in a functional and transversal capacity. It does not imply hierarchical authority over SG staff, but aims at supporting collective organisation, prioritisation, continuity of service and reliable follow-up of decisions and deadlines.

Following details are not exclusive:

Activities will mainly be drawn from the following list:

1. **Support the Secretary General** in all his missions, in relation to the European partners or other bodies related to the development of EUT+ by:
 - Supervising of the overall agenda and deadlines, and follow-up of important exchanges;
 - Supporting speeches preparation, following up on minutes, records of decisions and objectives set;
 - Supervising the preparation and organisation of meetings, committees or bodies specific to the European University of Technology or its developments;
 - Supervising the implementation and execution of the Alliance's Activities Global Agenda and Dashboard;
 - Managing communication with the Project Officers of Executive agencies, collecting required information and discussing it within the SG;
 - Participating in general monitoring and on sensitive issues.
2. Ensure **Global coordination of the SG activities** and quality of outputs:
 - Monitoring the general activity, and, where appropriate, piloting, supporting or controlling;
 - Tracking, adhering and anticipating internal and external deadlines;
 - Participating in the operation and ensuring the quality of the work and reports,

- including content and form;
 - Participating in the design and implementation of reporting, workflow, and communication tools;
 - Monitoring what is presented and the overall quality aspect of EU+ productions.
3. Ensure **Contractual Management Monitoring** by:
 - Monitoring and managing project's flows and supporting documentation, supporting management control;
 - Ensuring the contractual follow-up and compliance (consortium agreement, additional clauses...) of the Alliance and with the European Commission;
 - Co-supervising execution of the budget and trajectories.
 4. Coordinate and **support ongoing projects** as well as targeted **future projects**:
 - Centralise information and contributions and participate in the **writing of deliverables** and reports for the Commission
 - Participate in project proposals building and submission of complementary European projects to ensure the development and the sustainability of the Alliance, manage (all or part of) these projects.
 5. Summarise the above points, from available material, **produce framework documents, reports, references and tutorials** for internal or public use.
 6. Carry out **any other activity necessary** for the efficient functioning of the Secretariat General.

Expected background:

- Expected level of education: Master or a PhD with a substantive experience in European projects management in an academic and international context;
- Experience in remote communication and collaborative work;
- Strong interest in technology, education, research and technology transfer issues;
- Strong interest in innovative initiatives and challenges characterised by continuous change.

Skills:

- Documentation, organisation and project management techniques;
- Communication methods;
- English language (full professional capacity level) and another European language;

- Time management and planning, prioritisation and goal setting, especially for variable intensity of activity;
- Writing and editing various kinds of documents.

- Rigour and reliability;
- Reactivity and flexibility in the organisation, self-learning, critical thinking;
- Excellent interpersonal skills, strong sense of discretion and reserve;
- Taste for change, ability to work in an environment and on innovative projects in constant evolution that require a high degree of organisational reactivity and flexibility;
- Team and collaborative work;
- Taste for international environments;
- Ability to travel for 3-6 days abroad (about 10 times a year).

Specific points:

The *Executive Cabinet and Operations Manager* works with the staff of the EUt+ Secretariat General to carry out their tasks. They act for EUt+, at the level of the general steering of the 9 members, on an equal level between them. They will be involved in other activities or structures relevant to the development of the initiative.

They may be required to carry out any other tasks, whether *ad hoc* or global, for the smooth running of the Secretariat General and the success of the initiative.

This job description is constantly open to evolution: the evolution of the missions is an essential element of this position.

Timing and location background:

This job requiring a high level of mobility (about 10 missions or more of a few days per year in Europe, usually planned months ahead), and a good level of availability (busy, but sometimes irregular activity).

Contact:

Please send your application (CV and cover letter) to drh-recrutement@utt.fr