

Jobbnorge ID: 247492
Deadline: 9/17/2023
Website: <http://www.ntnu.no>
Scope: Fulltime
Duration: Permanent

Work for The Norwegian University of Science and Technology in Brussels?

NTNU is seeking an Administration and communications advisor

This is NTNU

NTNU is a broad-based university with a technical-scientific profile and a focus in professional education. The university is located in three cities with headquarters in Trondheim.

At NTNU, 9,000 employees and 43,000 students work to create knowledge for a better world.

Video: <https://youtu.be/Xt-yHCN5QS0>

About the job

An Administration and communications advisor position is being established at the NTNU Brussels Office to strengthen the capability of the office to fulfil its mandate.

The offered position is permanent with a six-month trial period.

About the NTNU Brussels office tasks

The main tasks of the Brussels office include the following:

- Promote and represent NTNU in Brussels
- Position NTNU in relevant Brussels-based initiatives and bodies
- Provide advice on/design/contribute to NTNU's responses to opportunities and strategic initiatives/policies
- Contribute to improve NTNU's EU project portfolio
- Provide internship opportunities for NTNU employees and students
- Provide logistic support and services in Brussels

The Brussels office is part of the NTNU research support system and collaborates closely with EU support at central and faculty level, and NTNU leadership in providing support and mobilization for increased participation in Horizon Europe.

The office reports to the NTNU Pro-Rector for Research and Dissemination.

Your immediate leader will be the NTNU Brussels office Director.

Place of work is at the NTNU Brussels office.

Duties of the position

The selected Administration and communications advisor will work closely with the Director of the Brussels office and provide support to the office.

Among the tasks that the Administration and communication advisor will have to perform:

- Provide administrative support to the office Director related to appointments management, office management, meetings organisation and related support to NTNU guests
- Support the office Director in the management of the Secretariat of the European Ocean Research and Education Alliance and other initiatives the office could be responsible of
- Coordinate the organization of the Annual NTNU European Conference in Brussels
- Support the realisation of the "ONE HOUR WITH EUROPE" Webinar Series Episodes
- Coordinate the organisation of specific thematic workshops/study visits when needed
- Manage the office external communication with specific reference to its Social Media Channels: Twitter, Instagram and the Office Website
- Coordinate the editing of the Office Monthly newsletter
- Coordinate the editing of specific strategic documents (reports, brochures, etc...)
- Manage the office Mailing List
- If needed, attend relevant events in Brussels on behalf of the office Director to identify important information and collaboration opportunities for NTNU and liaise with relevant participants

Given the dynamic nature of Brussels activities, further tasks can be added to the previous list according to the needs and typology of related actions.

The position will be based in Brussels, however, there could be the possibility for working travels to Norway according to the activities' needs.

To do its duties, the Administration and communications advisor will also be supported by the student trainees that are hosted by the office on half year basis.

Required selection criteria

- A University degree at masters level or equivalent. Long and relevant vocational experience may compensate for required education
- Previous experience in complex events organisation, social media management and contents production
- The person we are looking for should be familiar with Office 365, with graphical editing tools, and open to learn the use of new ones if needed
- Fluency in written and spoken English. Knowledge of Norwegian will be considered an important asset. Knowledge of other languages can be considered as extra assets

Preferred selection criteria

The following will be considered as important assets:

- Knowledge of the Universities sector and the functioning of a University
- Experience in the Research Sector
- Previous working experience in Brussels especially in sectors of relevance for NTNU
- Knowledge of the EU system with specific reference to Research and Innovation framework

Personal characteristics

- The person should have strong cooperation and communication skills and be able to work independently as well as in team, pro-actively and in a goal-oriented way to contribute to the ambitious goals of NTNU in EU Framework programmes
- The person must have a service-oriented mentality and the ability to build trust in relationships with NTNU colleagues as well as with the local support services.

In the evaluation of which candidate is best qualified, emphasis will be placed on education, experience and personal suitability, as well as motivation, in terms of the qualification requirements specified in the advertisement.

We offer

- exciting and stimulating tasks in a strong international academic environment
- an open and [inclusive work environment](#) with dedicated colleagues
- the possibility of favourable terms in the [Norwegian Public Service Pension Fund](#)
- employee benefits

Salary and conditions

We offer a competitive salary for the position of adviser (code 1434). Terms and conditions including salary upon agreement.

The engagement is to be made in accordance with the regulations in force concerning State Employees and Civil Servants, and the acts relating to Control of the Export of Strategic Goods, Services and Technology. Candidates who by assessment of the application and attachment are seen to conflict with the criteria's in the latter law will be prohibited from recruitment to NTNU. After the appointment you must assume that there may be changes in the area of work.

About the application

Please note that your application will be considered based solely on information submitted by the application deadline. You must therefore ensure that your application clearly demonstrates how your skills and experience fulfil the criteria specified above.

The application must contain:

- A job application letter
- CV, certificates and diplomas

General information

NTNU believes that inclusion and diversity is a strength. We want our faculty and staff to reflect Norway's culturally diverse population and we continuously seek to hire the best minds. This enables NTNU to increase productivity and innovation, improve decision making processes, raise employee satisfaction, compete academically with global top-ranking institutions and carry out our social responsibilities within education and research. NTNU emphasizes accessibility and encourages qualified candidates to apply regardless of gender identity, ability status, periods of unemployment or ethnic and cultural background.

As an employee at NTNU, you must at all times adhere to the changes that the development in the subject entails and the organizational changes that are adopted.

A public list of applicants with name, age, job title and municipality of residence is prepared after the application deadline. If you want to reserve yourself from entry on the public applicant list, this must be justified. Assessment will be made in accordance with [current legislation](#). You will be

notified if the reservation is not accepted.

If you have any questions about the position, please contact Massimo Busuoli - Director of NTNU Brussels office, email massimo.busuoli@ntnu.no

If you have any questions about the recruitment process, please contact Gunhild Marie Standal, Adviser, HR and HSE Division, e-mail: gunhild.standal@ntnu.no

If you think this looks interesting and in line with your qualifications, please submit your application electronically via jobbnorge.no with your CV, diplomas and certificates attached. Applications submitted elsewhere will not be considered. Upon request, you must be able to obtain certified copies of your documentation. Please refer to the application number NTNU-nr. 50/23 when applying.

Application deadline: 17.09.2023

NTNU - knowledge for a better world

NTNU - knowledge for a better world

The Norwegian University of Science and Technology (NTNU) creates knowledge for a better world and solutions that can change everyday life.

NTNU Brussels office

The NTNU Brussels Office represents NTNU in Brussels, provides strategic advice on European policies, promotes NTNU positions, manages or participates in strategic networks and initiatives in Brussels, and provides professional services to the NTNU community based on its Brussels presence.

The office represents both «the door to NTNU» for organizations that want to collaborate and create synergies with NTNU, and «the door to Europe» for colleague active in or willing to enter the European Arena.

The office is a small unit of strategic nature in NTNU and reports to the Pro Rector of Research and Dissemination.

The office premises are in Rue Guimard 9 in Brussels in the heart of EU institutions.

More information can be found [here](#).

Additional information

Place of service:

The NTNU Brussels office 7491 Trondheim (Trondheim Municipality)