



Jobbnorge ID: 289557

Deadline: 12/7/2025

Website: <https://www.uib.no/om/84775/ledige-stillinger-ved-uib>

Scope: Fulltime

Duration: Permanent

EU Affairs & Communications Officer

UiB - Knowledge that shapes society

UiB shall be among Europe's leading universities, internationally recognized for high quality in research and education. As a societal institution, we shall contribute to sustainable and democratic development and be an attractive and inclusive place to study and work.

Video: <https://youtu.be/i4SDcLir6Oc>

EU Affairs & Communications Officer

The University of Bergen is recruiting an EU Affairs & Communications Officer for our Brussels Office

International collaboration, especially in the fields of research, education, and innovation, is essential to achieve UiB's goals. To this end, UiB aims to increase its visibility and impact at the European level, as well as its participation in European research, innovation, and education programmes in prioritized areas.

The UiB Brussels Office works to strengthen European cooperation and UiB's opportunities in the EU's framework programmes. In Brussels, we increase UiB's visibility and impact through events, networking, communication, and information sharing. The office liaises between actors in Brussels and the home institution in Bergen and supports UiB across a broad range of EU-related activities. We also work closely with other Norwegian university offices and research actors located in Brussels to foster collaboration and enhance UiB's international network.

The UiB Brussels Office was established in 2015 and is located in the European Quarter of Brussels together with three other Norwegian research organizations, at the Norwegian House of Research and Innovation (NOHRI). UiB is currently represented by the Head of Office and two student interns per semester. We are now strengthening our capacity at the Brussels office, and the new staff member will be an integral part of the team and contribute to the broad range of the office's activities.

About the position:

The position covers a broad set of responsibilities. The successful candidate is expected to work independently on communication, event organisation, and monitoring tasks, while contributing to the shared deliverables of the office. The position is part of the Brussels Office team and reports directly to the Head of Office, who is responsible for UiB's representation in Brussels. The Brussels Office is an integral part of the Division of Research and Innovation at UiB, and in some cases the candidate will have direct cooperation with the Division. One or two trips to UiB per year are desirable.

Key responsibilities include:

- Coordinating and facilitating UiB visits and events, including programme development, scheduling, and logistics
- Managing and further developing the Brussels Office's external communication platforms (newsletter, website, social media)
- Monitoring developments in the EU institutions, including consultations and processes relevant to UiB's activities and strategic interests
- Developing and maintaining structured systems for information flow within the office to support daily work and knowledge sharing
- Producing clear and concise summaries of relevant developments and activities, ensuring information is communicated effectively to UiB
- Taking shared responsibility for the daily running of the office, ensuring smooth operations together with the Head of Office and student interns
- Representing UiB in relevant meetings and networks in Brussels, helping to maintain and expand the university's presence

After appointment, there may be changes in the areas of work.

Qualifications and personal attributes:

We are looking for a dynamic and service-oriented person with excellent communication and organisational skills, who is comfortable alternating between practical responsibilities and more structured monitoring and communication tasks.

Qualifications:

- Applicants must hold a bachelor's degree, and preferably a university degree at master's level or equivalent
- Experience in event organisation, communication, or project support

- Relevant administrative experience
- Very good oral and written English skills and fluency in a Scandinavian language (Norwegian, Swedish, or Danish)
- Ability to write clearly and communicate complex issues in an accessible and engaging way
- Understanding of the European research, education, and innovation policy context, or motivation to learn quickly about these areas
- Previous work experience from Brussels and/or good knowledge of the EU/EEA
- Strong digital literacy, including proficiency in Microsoft Office and other relevant tools for communication and collaboration

Other looked-for experiences:

- Experience from the research or university sector
- Experience with digital design
- Personal suitability for the position will be emphasised

We can offer:

- A stimulating and international work environment at the Norwegian House of Research and Innovation (NOHRI) in the EU Quarter of Brussels
- The opportunity to represent a research-intensive university with high ambitions at the European and international level
- Position as Advisor (code 1434) with an annual salary ranging from NOK 720 000 to 780 000 before tax for a full-time position (currently approximately EUR 59 000 - 63 000). A higher salary may be considered for particularly well-qualified applicants
- Salary is paid in Norwegian kroner (NOK). Compensation for negative exchange rate fluctuations is assessed and adjusted regularly
- Good welfare and insurance benefits

General information:

Detailed information about the position can be obtained by contacting: Charlotte Eide, Head of the UiB Brussels Office, charlotte.eide@uib.no
tlf.: +47 41175794

Diversity is a strength that enables us to solve our tasks even better. UiB therefore needs qualified employees regardless of gender, ethnicity, religion, worldview, disability, sexual orientation, gender identity, gender expression, and age.

Information about applicants may be made public even if the applicant has asked not to be named on the list of persons who have applied. The applicant must be notified if the request to be omitted is not met.

We encourage applicants with disabilities, immigrant backgrounds, or gaps in their CV to apply. By indicating such circumstances in your application, you may receive favourable consideration. We ensure that at least one qualified applicant from each of these groups is invited for an interview as part of our commitment to inclusivity and equal opportunity. For further information about the recruitment process, click [here](#).

About The University of Bergen

The University of Bergen is a renowned educational and research institution, organised into seven faculties and approximately 54 institutes and academic centres. Campus is located in the centre of Bergen with university areas at Nygårdshøyden, Haukeland, Marineholmen, Møllendalsveien and Årstad.

The Central Administration provides advice and support to management and faculties at the University of Bergen. The Central Administration consists of seven departments. Read more about the division of Research Administration [here](#).

Additional information

Place of service:

Nygårdsgaten 5 5020 Bergen (Bergen Municipality)