Job posting

Type of position
☐ scientific
☒ administrative

Target group
☒ graduates
☐ post docs
☐ other

Title
Head of EUREKA Secretariat

Institution
Eureka is a European inter-governmental initiative which aims to raise the productivity and competitiveness of Europe’s industries and national economies in the global market by supporting market-oriented R&D&I projects by industry, research centres and universities across all technological sectors. The Eureka-network includes over 45 countries in Europe and beyond, who share similar goals and have national funding available to support organisations who are eligible to apply to Eureka’s programmes and instruments. Its membership includes the European Union.

Position
The Eureka Network is supported by the Eureka Secretariat (ESE) which provides administrative and programme support to the Chair, governing bodies and participating countries. Eureka is seeking a first-rate individual to lead the Eureka Secretariat, to develop its services and to support the Chair and the network at an operational level. The Eureka Secretariat is in Brussels with a diverse team of around 35 staff members, including several seconded experts.

The Eureka Secretariat:
• Supports the Eureka Chair and Network activities and facilitates the communication between the different components of the Network,
• Implements and supports the Eureka programmes and instruments: Eurostars, Eureka Clusters, Investment Readiness Programme, Network projects, Globalstars and the INNOWWIDE Coordination and Support Action, and
• ensures the effectiveness and transparency of Eureka and the Association/Secretariat activities
• Supports the Eureka members and associated countries to develop the future role of Eureka.
• Daily management of the Eureka Association (and its Secretariat) (people management, business plan, programmes, budget, etc.).
Responsibilities

The Head of the Eureka Secretariat, under the instruction of the governing bodies of Eureka, is entrusted with:

- Assisting the Eureka Chair in preparing and implementing its Annual Programme,
- Keeping contact with participating countries and the European Commission to ensure the effective delivery of Eureka programmes and instruments,
- The implementation of the Eureka programmes, notably those supporting innovative SMEs.

Requirements

- A university degree, preferably in a business administration or innovation related discipline.
- At least 10 years' professional experience in business, industry and/or public administration, several years of which are at an international level.
- At least 5 years' senior management experience.
- Dealing with national/multilateral/European R&D&I issues and/or running research and development programs.
- Developing and changing organisations.
- Working with industrial R&D&I.

High level of fluency in English, good level in French, fluency in other European languages will be considered as an advantage.

Application procedure (deadline etc.)

Please send your signed application in English, including a detailed CV and cover letter in pdf file format, by e-mail to the following dedicated e-mail address: appli-eureka@kornferry.com

The deadline for receiving submissions is 12:00 (noon) CET on 1st of October 2020. Applications received after the given deadline may be disregarded.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should be available on request but should not be submitted with the application. Interviews with a shortlist of 5-7 selected candidates will be held in Brussels (or virtually if necessary) in autumn 2020. The selected candidate is expected to start his/her work in early 2021.

Contact

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