



College of Europe
Collège d'Europe



The College of Europe, a Foundation of Public Utility with its seat in Bruges, is an institute for postgraduate studies that provides specialised Master programmes in European affairs to students coming from more than 50 European and non-European countries to prepare them for responsibilities in European cross-border cooperation, integration and international relations. In the realisation of its mission the College is supported by over 140 full-time and part-time staff members.

As the current holder of the function is approaching retirement the College is looking for a (m/f)

Director of Human Resources

from 1 August 2020 onwards.

He/she will be responsible for human resources processes and planning under the authority of the Rector. The ideal candidate should not only come with the experience needed to ensure the effective management of the human resources of a medium-sized multinational institution, but also have full awareness that staff members are the College's most important asset. He/she will be supported by internal assistants, external advisors on legal issues and a social secretariat for salary administration.

FUNCTION

- Develop and implement College HR policy and initiatives in line with the College's mission and strategic objectives;
- Report to and advise the Rector on any arising HR issues;
- Ensure compliance with Belgian legislation throughout all aspects of human resources management;
- Oversee the College's pay, benefits and career development plans;
- Nurture management/employee relations by addressing demands, grievances or other issues;
- Participate in monthly meetings of the college Management Committee, Works Council and Health and Safety Committee,
- Manage all non-academic recruitment and selection procedures;
- Serve as interlocutor for all relations with third parties such as social secretariat, labour law specialists and trade unions.

PROFILE

- Degree in Human Resources or related field;
- Professional experience as an HR manager or other HR executive of at least 10 years;

- Capacity to lead, to plan and to manage HR change;
- Competence to build and effectively manage interpersonal relationships through active listening, sensitivity and responsiveness;
- Obvious skills of communication and presentation in relations with staff and management;
- Mastery in Dutch, English and French.

THE COLLEGE OF EUROPE OFFERS

a fascinating and challenging full-time post in an attractive, multicultural and dynamic work environment and a competitive salary with additional benefits.

Before taking up his or her appointment, the new director is expected to be available to liaise with the current director in order to become familiar with the College and the specificities of the function.

How to apply?

To apply, please submit your CV and a covering letter **in English** explaining why you would like to be considered and how you meet the function and profile details by 17 February 2020 by e-mail to

Rector Jörg Monar,
c/o Mrs Siska Philips
siska.phlips@coleurope.eu

For further information, please contact Mr Jan De Mondt (jan.de_mondt@coleurope.eu).

The interviews will take place on 10 March 2020.