

Job title: Policy and Review Officer MusiQuE (Full time)

Full time employment in a small, dynamic and international team working to enhance and develop higher music education.

Starting date: 26 August 2019

[MusiQuE - Music Quality Enhancement](#) is an external evaluation organisation dedicated to the continuous improvement of the quality of higher music education across Europe and beyond. It assists higher music education institutions in their own enhancement of quality. MusiQuE offers a range of review and accreditation procedures tailored to the needs of higher music education institutions. MusiQuE is registered on the European Quality Assurance Register for Higher Education – EQAR.



MusiQuE is recruiting a *Policy and Review Officer* to join its Brussels-based office for a period of one year with the possibility of future extension.

Reporting to the MusiQuE Director, the *Policy and Review Officer* will:

- Be responsible for the successful and timely completion of all review and accreditation procedures commissioned by the MusiQuE Board
- Implement, monitor and follow-up review and accreditation procedures, as well as supervise a small team of junior staff members to which review and accreditation procedures have been delegated
- Present MusiQuE and offer counsel to higher (arts) education institutions about the most relevant review procedures in terms of scope, fitness for purpose and financial parameters
- Monitor policy developments relating to internal and external quality assurance in higher education on national, European and international levels
- Represent MusiQuE at various (inter)national events
- Assist the Director in the preparation of Board meetings and the implementation of the Board's decisions
- Contribute to the organization and delivery of presentations and events
- Contribute to the daily management and activities of MusiQuE (finances, communication, promotion)

Required profile

- Master's degree in a relevant field;
- Minimum 3 years' experience in the field of project management;
- Knowledge of and interest in higher education, and ideally in quality enhancement in higher education;
- Excellent use of English (both written and spoken) and fluency in another EU language recommended;
- Ability to multitask and capacity to work well under time constraints;
- Service-oriented;
- Excellent organisational skills;
- Ability to work independently;
- Good team working skills with a willingness to contribute and a readiness to assist others;
- Good inter-cultural skills and understanding;
- Competence and substantial experience in standard computer software programmes.

What we offer

- Full time employment for at least 1 year in an international and interesting environment as member of a small dynamic team
- Gross Salary level: Circa 2150 EUR Gross + Luncheon Vouchers 7€
- Immersion and professional development in all aspects of the management of a European-level organisation with a focus on quality enhancement of higher music education
- Opportunity to travel and participate in international activities.

How to apply

Please address your motivation letter and CV as one PDF file to Ms. Linda Messas, MusiQuE Director, and submit your application with the subject line "Policy and Review Officer: Your Name" to info@musique-ge.eu.

The deadline for applications is midnight CET on Sunday 23rd June.

For more information, please contact Linda Messas at lindamessas@musique-ge.eu.