

Secretary General – Una Europa

About Una Europa

Una Europa is a unique and ambitious alliance of 11 leading European research universities, formally established as a non-profit association under Belgian law. Together, the alliance's partner universities educate over 500,000 students and employ nearly 100,000 staff, with millions of digital learners worldwide. Una Europa's mission is to create a truly European inter-university environment – a University of the Future – by addressing global and societal challenges through research, teaching, and outreach.

Our achievements include joint bachelor and PhD programmes, MOOCs, micro-credentials, academic hubs, and collaborative projects funded by the European Commission (e.g., 1Europe, Una.Resin, Una.Futura). In 2025, the first cohort of the Una Europa Joint Bachelor in European Studies graduated, marking a major milestone in our journey.

Learn more about our vision and activities at una-europa.eu.

Role Overview

Entering the next phase of development, Una Europa is seeking a proactive and experienced Secretary General (SG) to lead the central office in Brussels and drive the long-term mission of the alliance with creativity and strategic vision.

Key Responsibilities

Lead operations and support governance

- Oversee daily management of the Una Europa office, including staff leadership, strategic communication, budgeting, and financial oversight.
- Prepare and facilitate meetings of the Board of Directors, General Assembly, and External Advisory Board, ensuring effective communication and implementation of strategic decisions.

Drive strategic implementation

- Support the development of the Una Europa strategy and translate Una Europa's strategy into action through collaboration with governance bodies and partner universities in a complex international context.

Represent the alliance

- Act as spokesperson and strategic leader under the authority of the Rectors and the Board of Directors.

- Represent Una Europa to key stakeholders, including European institutions and other European Universities alliances.

Influence policy

- Shape and advocate for European research and education policy aligned with Una Europa's agenda.

Profile and Qualifications

We seek a leader with:

- Advanced academic degree (Master's required; PhD preferred).
- In-depth knowledge of European higher education and European Universities alliances.
- Significant international experience in education and research policy.
- Proven ability to lead diverse, international teams.
- Strong networking skills and established contacts at EU policy level.
- Minimum 3–5 years of senior-level experience in European higher education, academic collaboration, or research & innovation policy.
- Solid understanding of financial and project management.

Skills and Competencies

- Excellent interpersonal and intercultural communication skills.
- Strategic vision and ability to inspire at the highest levels.
- Human-centred leadership and sound decision-making.
- Fluent in English (spoken and written).
- Knowledge of at least one other EU language is an asset. Familiarity with French, Dutch, or German may be helpful given the Brussels location, but is not a requirement.

Why Join Us?

This is a unique opportunity to shape the future of European higher education and research collaboration at the highest level.

Location: Brussels, Belgium

Contract: Full-time, senior leadership position

Start Date: Q1–Q2 2026

How to Apply

Una Europa is assisted by KU Leuven's HR department, with Lieve Mommaerts acting as Selection Advisor.

Candidates who wish to apply for the position should submit:

- A letter of application/motivation (maximum 2 pages)
- A current résumé (maximum 2 pages)

Deadline for applications: 31 January 2026

Please send your application to: unaeuropa-sg@kuleuven.be

Procedure

Suitable candidates will be selected by an appointed Selection Committee comprising of representatives from Una Europa leadership.

We anticipate interviewing selected candidates (in person) during February 2026, with final interviews expected to take place in February or March 2026.