

Leuven, 6 August 2025

## Join us as Information & Communication Officer

Rooted in advanced engineering education and research, [CESAER](#) is an international association of leading specialised and comprehensive universities with a strong science and technology profile that advocate, learn from each other and inspire debates. Our [Members](#) champion excellence in higher education, training, research, and innovation, contributing to knowledge societies for a sustainable future and delivering significant scientific, economic, social, and societal impact.

We are hiring a full-time **Information & Communication Officer** to join our small, dynamic and international team based in Leuven, Belgium.

Applications are open until **31 August 2025**.

### What we offer

- Varied and international role within a multicultural, collaborative and mission-driven environment;
- Office located on the grounds of the historic [Arenberg Castle](#) on the science & technology campus of KU Leuven;
- Competitive salary based on qualifications and experience;
- Full-time (40-hour/week) with long-term perspective and potential for a permanent contract (starting with a one-year contract);
- 20 legal vacation days and 12 compensation days (ADV);
- Luncheon vouchers and a laptop for office and home use;
- Legal Belgian pension and extra legal pension (6% employer contribution, optional 2% employee);
- End-of-year bonus (December);
- Commuting allowance for green transport (public transport or bicycle);
- Flexible work arrangements with the possibility to work from home up to three days per week. Regular presence in our Leuven office is supported and welcomed for those who prefer more time on-site;
- Financial work-from-home allowance;
- Inspiring opportunities for professional and personal development through collaboration with leading universities;
- Occasional travel across Europe to meet and engage with our Member institutions, an enriching and inspiring part of the role that offers direct insights into leading universities of science and technology;
- Direct employment with CESAER AISBL.



## Your responsibilities

This role combines **project and process management for ICT systems** (in collaboration with external technical providers) with **communication support across the Secretariat** to ensure high-quality internal and external engagement.

### ICT and project coordination

- Oversee the functionality, use and integration of key ICT systems and digital tools (e.g. our information management system, content management system, relationship management system, and mailing platform) in close cooperation with external developers and service providers;
- Identify and implement digital improvements based on evolving organisational needs;
- Coordinate ICT support for the Secretariat, in collaboration with KU Leuven IT and external providers;
- Lead and manage projects related to ICT systems, digital tools and workflows.

### Communication and collaboration support

- Support clear, timely and consistent communication with Members and stakeholders;
- Draft, refine and prepare communication materials such as articles, press releases, statements and briefings;
- Coordinate quality assurance processes for communication outputs;
- Keep the website and social media channels up-to-date and engaging;
- Maintain and apply our visual identity across all formats;
- Coordinate graphic design and layout of major communication outputs (e.g. annual reports);
- Support internal collaboration and workflows (e.g. tools, processes);
- Assist in the organisation and delivery of events.

## Mandatory requirements

- Bachelor's degree or higher;
- At least one year of relevant work experience;
- Excellent project management and organisational skills;
- Strong IT skills and affinity with digital tools and systems;
- Fluent English (spoken and written);
- Proven experience writing and editing professional content (e.g. reports, articles, statements);
- Familiarity with professional use of social media;
- Ability to manage multiple priorities, plan effectively and meet deadlines;
- Ability to work both independently and collaboratively;
- Legal entitlement to work in the EU;
- Willingness to travel, normally within Europe;
- Flexibility to work outside regular office hours occasionally and with prior agreement.

## Desirable qualifications (not required)

- Degree related to ICT or communications;
- Experience coordinating with external service providers;
- Experience with web development or ICT systems, or both;
- Knowledge of information and relationship management systems;
- Graphic design skills;
- Knowledge of additional European languages;
- Experience in an international or multicultural context;
- Experience working with membership-based or volunteer-driven organisations.

## How to apply

To apply, please send the following documents in English by email to [mattias.bjornmalm@cesaer.org](mailto:mattias.bjornmalm@cesaer.org) no later than **31 August 2025**:

1. **CV**, clearly outlining your education, work experience and relevant skills
2. **Cover letter**, explicitly confirming that you meet all mandatory requirements, and including:
  - A brief motivation for applying;
  - Your salary expectation;
  - A clear explanation of how your experience and skills align with the responsibilities listed above.

We value equity, diversity and inclusion, and warmly welcome applications from candidates with diverse backgrounds, experiences and perspectives.

If you have questions about the vacancy, please contact Mattias Björnmalm (Secretary General) at the email address above.