

Job vacancy in research integrity (full time or 80 %)



## Secretary (m/f/x)

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### About ENRIO: European Network of Research Integrity Offices

**ENRIO strengthens research integrity in Europe.** We are a **network** of professionals and organisations shaping or implementing research integrity governance in European countries. We network to exchange ideas, learn from each other and monitor developments. We publish practical guidance, tools and recommendations as a synthesis of the collective expertise of our members.

ENRIO is an **authoritative voice** for research integrity. We contribute to research integrity policy, thanks to the cumulative knowledge, experience and vision of our members. We strengthen European research integrity stakeholders, build **partnerships** and convene the European research integrity community, for example through the European **Congress** on Research Integrity.

The network was formed in 2008. In 2020, its members established ENRIO vzw as a legal entity (non-profit association according to Belgian law, based in Brussels).

### Job summary — responsibilities of the ENRIO Secretary

You will support the operations of ENRIO as a network of professionals, as an impact-driven organisation and as a healthy legal entity. Your duties involve taking responsibility for the day-to-day follow-up of organisational, administrative, financial and communication aspects of ENRIO's functioning, including e.g.

- supporting the board and working groups by preparing, reporting and following up on their work and meetings, in close consultation with board members and working group leaders;
- co-organizing events and meetings, including scheduling and preparation (drafting background documents, identification of decision options);
- bookkeeping (basic accounting);
- overseeing ENRIO's data and files (archive);
- inbox managing — communicating with (candidate) members, partner organisations and others;
- managing ENRIO's external communication channels (website, social media, newsletter);
- networking with national and international stakeholders in the research (policy) ecosystem.

Additional organisational duties may be assigned.

## Profile — who we are looking for

- You hold a Master's degree or equivalent by experience.
- You are an experienced administrator. Demonstrable experience as an administrative jack-of-all-trades (e.g. having run an organisation before) is a plus, not a must. Familiarity with relevant tools is an added value.
- You have an affinity with the research world, even if you're not a researcher. Relevant experience in academia (as researcher or administrator) is a plus. However, you are aware that this position is not a researcher job.
- You see chances for improvement and have an eye for opportunities within ENRIO's field of operation. You take proactive action and show a sense of initiative.
- You are communicatively sensitive and use a fluent pen, both for promotional and administrative texts. Excellent command of English is a must, fluency in Dutch or French is a plus.
- You work accurately. Scheduling tasks, following up on emails and keeping track of to-do's are not a challenge for you. You have a demonstrated ability to meet deadlines and show personal efficacy and effective time management.
- You can work independently as well as function well in a team.
- You have a residential address in Belgium, or you are willing to relocate to Belgium.  
(or you are willing to engage on a consultancy basis, in which case the first two bullets of the "Benefits" section are not applicable)

## Benefits — what we offer

- Employment contract (80 % or 100 % FTE, up to your choice) for a 3 year term (unless agreed otherwise). An extension to a permanent contract after an initial period of three years is possible, subject to the availability of sufficient internal funding and satisfactory performance.
- Competitive salary, benchmarked to the government's payscale (on full-time basis gross: € 4029 - € 4957 / month | net: € 2606 - € 3013 / month or more, depending on family situation). Relevant professional experience can be taken into account in remuneration, with a maximum of ten years. Extra-legal benefits in the form of meal cheques and eco-vouchers, group insurance (pension fund), reimbursed public transport commuting, bicycle allowance, compensation for home work. Flexible working hours and an attractive leave scheme.
- Remote work from home in Europe (EER) is possible, even full time.
- Varied range of tasks in the areas of policy support, administration and organisation. Extensive responsibility and autonomy in the execution of these tasks. Working in a stimulating environment among leading research integrity experts from all over Europe. Opportunity to develop a network.

## Practical — how to apply

Please indicate your interest by means of a concise letter of application (clarifying that you apply for the secretary position) and a curriculum vitae. Please send these in one PDF file (maximum 5 pages, motivation letter first) to [president@enrio.eu](mailto:president@enrio.eu), no later than Tuesday 22 July 2025 (23:59 CEST).

Questions can be directed to Bert Seghers, President of ENRIO, preferably by telephone on +32 478 76 39 46 (without appointment), until 17 July, 2025.

As an equal opportunities employer, ENRIO strives to create an inclusive working environment in which everyone's talent can develop and diversity is embraced as an added value. If you need any reasonable measures to support your participation in the process of recruitment and selection, please let us know.