Job vacancy in research integrity in Brussels, Belgium

# Secretary (head of office) (m/f/x)

Published: 22 April 2026 — Deadline for applications: 18 May 2026

## About ENRIO: European Network of Research Integrity Offices

**ENRIO strengthens research integrity in Europe**. ENRIO is an independent network of national organisations and expert contributors that shape and implement research integrity governance in European countries. We network to exchange ideas, learn from each other and monitor developments. ENRIO provides research integrity professionals and policymakers with practical guidance, tools and recommendations as a consolidated synthesis of its collective expertise.

ENRIO provides a **strong voice** for research integrity. We contribute to research integrity policy, thanks to the cumulative knowledge, experience and vision of our members and staff. We strengthen European research integrity stakeholders, build **partnerships** and convene the European research integrity community, for example by hosting 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). ENRIO vzw employs two people: a Secretary (General) who manages the association (position available as of 1 June 2026 following the current secretary's acceptance of an external opportunity for career progression) and a full-time project manager. ENRIO is a Stakeholder in the ERA Forum.

## Job summary — responsibilities of the ENRIO Secretary

You will support and guide the operations of ENRIO as a network of national organisations and 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 and advising the board and working groups by preparing, reporting and following up on their work and meetings (including drafting agendas, taking notes and circulating minutes), in close consultation with board members and working group leaders;
- co-organizing events and meetings, including preparation, scheduling and follow-up (drafting background documents, identification of decision options, summarising discussions, developing protocols);
- overseeing[1] and coordinating ENRIO's core activities, including working groups' meetings, scope and deliverables, as well as ENRIO's commitments (collaborations, joint statements, projects) and identifying avenues for future action or partnership;
- representing ENRIO in Brussels and in international events (e.g. WCRI, ERA) and networking with national and international stakeholders in the research (policy) ecosystem;
- ensuring ENRIO's functioning according to its Statutes, Internal Rules and internal procedures, including bookkeeping (basic accounting) and managing ENRIO's data and files (archive);
- communicating with (candidate) members, partner organisations and others, by managing ENRIO's inbox and its external communication channels (website, LinkedIn, newsletter).

[1] The Secretary's understanding and overview of ENRIO's members, activities, and policy environment are key to shaping the network's strategic orientation and contributions to projects and partnerships.

# 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. Familiarity with relevant tools is an added value.
- You have demonstrable expertise or experience in at least one of the following areas: research integrity, research ethics, responsible research and innovation, research governance and policy.
- You have an affinity with the research world. 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 policy-related and administrative texts. Excellent command of English is a must. Fluency in other languages, in particular 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 (at the time your employment starts).

# Benefits — what we offer

- A permanent employment contract (preferably full time, unless negotiated otherwise).
- A competitive salary package, benchmarked to the Flemish government's payscale (full-time gross monthly salary of €3815-€4288-€4727 for 0-5-10 years of experience). Relevant professional experience can be taken into account in remuneration, with a maximum of ten years. Allowances for teleworking and internet, yielding net salary of €2680-€2883-€3076. Holiday pay and end-of-year-bonus. Extra-legal benefits: meal cheques and eco-vouchers, group insurance (pension fund), reimbursement of public transport commuting, bicycle allowance. Flexible working hours and a generous leave scheme (10 public holidays + 20 legal days + 6 extra fixed days + 8 extra choosable days).
- A modern office in "Huis Hoger Onderwijs" at the Chancelier building (Sinter-Goedeleplein 14), in the heart of Brussels between Brussels-Central Station and the Cathedral, alongside policy officers in research and higher education.
- A varied role covering policy support, advocacy, administration and organisational tasks, with a high degree of responsibility and autonomy. You will work in a stimulating and collaboration-oriented environment alongside research integrity experts from all over Europe, with opportunities to build a professional network. The position includes missions within Europe (at least twice a year for ENRIO meetings).

# Practical — how to apply

Please indicate your interest by means of a motivation letter explaining why you wish this job, and a curriculum vitae. Please send these in one PDF file (maximum 5 pages, motivation letter first) to president@enrio.eu, no later than Monday 18 May 2026 (23:59 CEST).

Questions can be directed to Bert Seghers, President of ENRIO, preferably by telephone on +32 478 76 39 46 (without appointment) or Marie-Madeleine Trottmann, current Secretary of ENRIO, by email on office@enrio.eu. Questions are accepted until 29 April, 2026 during office hours and from 7 to 12 May after 17:00 CEST (as both Bert and Marie will be in Vancouver after the World Conference on Research Integrity).

Interviews will be held from 26 to 29 May during office hours. If you are entirely unavailable then, please let us know.

*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.*