

## Secretary General IDEA League

### Selection Criteria

Each Selection Criterion must be addressed in the application. The dot points are provided to explain or add meaning to the Selection Criteria within the context of this role and should be considered when providing evidence of demonstrated ability to meet each criterion.

ITEM	CRITERIA	LEVEL OF IMPORTANCE
<b><i>Qualifications and experience:</i></b>		
1.	Degree in natural sciences, engineering or other academic areas with experience in higher education.	<b>ESSENTIAL</b>
2.	PhD.	<b>DESIRABLE</b>
3.	Experience in (European) policy development.	<b>DESIRABLE</b>
4.	International experience.	<b>DESIRABLE</b>
5.	Significant experience in managing multifaceted projects.	<b>ESSENTIAL</b>
<b><i>Demonstrated ability to:</i></b>		
6.	Develop and maintain productive relationships: <ul style="list-style-type: none"> <li>• establish relationships with academic and organisational staff inside and outside the universities;</li> <li>• employ appropriate interpersonal and intercultural communication skills when dealing with others;</li> <li>• communicate in different languages; working language English.</li> </ul>	<b>ESSENTIAL</b>
7.	Communication skills and representation <ul style="list-style-type: none"> <li>• initiate and prepare promotional material like brochures and annual reports;</li> <li>• generate material for the web such as the online newsletter;</li> <li>• present at conferences;</li> <li>• represent the network in contact with other networks and in other similar situations.</li> </ul>	<b>ESSENTIAL</b>
8.	Project management: <ul style="list-style-type: none"> <li>• demonstrate initiative, creativity, flexibility;</li> <li>• identify opportunities;</li> <li>• solve problems independently with a demonstrated high level of self-motivation.</li> </ul>	<b>DESIRABLE</b>
9.	Develop networks: <ul style="list-style-type: none"> <li>• prepare, keep and follow-up meetings;</li> <li>• use knowledge and know-how to identify opportunities for collaboration;</li> <li>• work collaboratively with others;</li> <li>• establish communication and knowledge-sharing network;</li> <li>• ensure efficient use of resources through collaboration and networking.</li> </ul>	<b>DESIRABLE</b>
10.	Demonstrate personal qualities which will add value to the alliance: <ul style="list-style-type: none"> <li>• plan &amp; manage time efficiently to meet deadlines and work effectively under pressure;</li> <li>• keep achieves and documentation of the work;</li> <li>• display flexible approach to work and change;</li> <li>• demonstrate motivation to achieve set work objectives;</li> <li>• demonstrate willingness to learn.</li> </ul>	<b>ESSENTIAL</b>
11.	Willingness and ability to travel	<b>ESSENTIAL</b>