

# VACANCY NOTICE

**Director of Programmes**  
(Full-time, Brussels-based)

## About TEPSA

The Trans European Policy Studies Association (TEPSA) is the first **EU affairs research network**, founded in 1974 and headquartered in Brussels. TEPSA brings together **50 leading universities and research institutes across 37 European countries**, bridging the gap between research, policymaking, and citizens through its **“Triple A” approach**: Analysis, Assessment, and Advice.

From its Brussels office, the TEPSA Secretariat coordinates **collaborative research, policy dialogue, and capacity-building** initiatives across the network. Its work includes organising high-level conferences and training programmes, producing policy-relevant papers and audio-visual content, and providing expertise to EU institutions and stakeholders.

By strengthening research cooperation at the European level and fostering collaboration across countries and disciplines, TEPSA plays a key role in **supporting evidence-based policymaking and contributing to a more connected European research community**. For further details, see our website: <https://www.tepsa.eu/>.

## Job Description

The TEPSA Secretariat is seeking a **Director of Programmes** to lead the organisation’s programme and operations portfolio. Reporting to the Executive Director, the successful candidate will **coordinate project teams, oversee the sound financial management of the organisation and contribute to fundraising**. The role also includes ensuring that TEPSA operates in full compliance with its Statutes, Belgian AISBL law, EU grant management rules, and all other applicable legal and regulatory frameworks.

In addition, the Director of Programmes will contribute to **TEPSA’s strategic development**. The position involves **overseeing the full cycle of project portfolio** from an operational perspective, supporting relations with TEPSA member institutes, and contributing to the organisation’s long-term sustainability and institutional resilience.

## Tasks & Responsibilities

### Strategic leadership and coordination:

- Oversee **the implementation and strategic development** of TEPSA's project portfolio;
- Serve as a key resource on **administrative and substantive matters** for the TEPSA programme and finance team, as well as for TEPSA members, partner organisations, and funders;
- Hold operational responsibility within the Brussels Secretariat, including **programme workflows, systems, and day-to-day management**;
- Contribute to a **culture of continuous learning** and the ongoing improvement of TEPSA's practices, policies, and procedures;
- Monitor **project performance, risks, and impact**;
- Ensure alignment of projects with **TEPSA's mission and long-term strategy**;
- Foster a **collaborative, inclusive, and high-performing team environment**.

### Partnerships & business development:

- Develop and implement a robust **fundraising and revenue diversification strategy**, reducing reliance on any single funding stream;
- **Identify, assess, and pursue new funding opportunities** from the European Institutions (including Horizon Europe, CERV, and DG-funded service contracts), foundations, Member State governments, and other institutional donors;
- Contribute to **proposal development and consortium building**;
- Contribute to the **visibility and policy impact** of TEPSA's activities.

### Financial & compliance oversight:

- Oversee **TEPSA's financial planning and monitoring of budgets** in coordination with the Finance Manager and Treasurer. This includes monitoring budgeting, expenditure, cash flow management, and financial reporting;
- Ensure **compliance** with EU funding rules and contractual obligations;
- Supervise **reporting** to funding authorities.

## Requirements

### Essential Qualifications and Experience:

- **Master's Degree** in political science, European studies, international relations, public policy, or a closely related discipline;
- Minimum of **7 years of experience** in an EU policy environment;
- Demonstrated experience **managing multi-country, grant-funded projects**, including European Commission funding (CERV, Horizon, DG framework contracts, or equivalent);
- Proven track record in **organisational management**, including line management of multi-disciplinary teams;
- Solid experience in **financial oversight**, including budgeting, reporting, and compliance with donor requirements;
- Experience managing **stakeholder relationships**, including with EU institutions, national governments, research institutes, or civil society organisations;
- Experience in **drafting and submitting competitive funding applications**;
- **Eligible** to work in Belgium.

### Essential skills and competencies:

- Exceptional **leadership, management, and people skills**, with the ability to inspire, motivate, and develop a diverse team;
- Outstanding **written and verbal communication skills** in English;
- Ability to produce **high-quality policy documents**, reports, and briefings;
- Strong **analytical and strategic thinking** capabilities;
- High level of **organisational rigour and attention to detail**;

- Ability to **manage multiple priorities and deliver to deadlines**;
- Sound **knowledge of the EU institutional landscape and EU policy processes**;
- High level of **intercultural competence** and ability to work effectively across diverse national and institutional contexts;
- **Commitment to TEPSA's values** of excellence, independence, European pluralism, and democratic engagement.

## Offer

- The successful candidate will be offered an **open-ended contract (CDI)** under Belgian law;
- The **gross monthly remuneration** for this position will be commensurate with the candidate's qualifications and years of experience;
- TEPSA offers **additional benefits** in line with Belgian labour regulations.
- Starting date: **as soon as possible**.

## Application procedure

Candidates are invited to submit their **CV, cover letter, and the contact details of two references** by email to **TEPSA's Executive Director Mariam Khotenashvili** ([mariam.khotenashvili@tepsa.eu](mailto:mariam.khotenashvili@tepsa.eu)) with the subject line: Director of Programmes – [First Name Last Name].

The deadline for applications is **15 April 2026 (midnight)**. Applications will be reviewed on a rolling basis. Early applications are encouraged. Only shortlisted candidates will be contacted. Interviews will be conducted at TEPSA's Brussels premises or online.