

## VACANCY ANNOUNCEMENT

### Administrative Manager (full-time)

#### About the Hugo Observatory

The [Hugo Observatory](#) is a research centre devoted to the study of the interactions between environmental changes, human migration, and politics. The Observatory is hosted at the SPHERES Research Unit of the Faculty of Sciences. It is a young and dynamic structure, involved in different international research projects and policy processes. It conducts both theoretical and empirical field research and puts a high value on collective and collaborative work.

#### About the Position

The Hugo Observatory is seeking an outstanding candidate for the position of Administrative Manager to ensure the smooth operation of the Hugo Observatory and its ongoing research projects.

The successful candidate will be responsible for:

- Overseeing the day-to-day management of the Hugo Observatory and of its ongoing projects (including administrative and financial follow-ups, report writing, liaison with partners) in close coordination with relevant project managers;
- Planning, organising and promoting events including meetings, academic workshops and conferences, interviews, etc.;
- Liaising with project partners, external partners, and internal units of the Université de Liège;
- Working with the financial and human resource units at the University to manage budgets, monitor spending, and process payroll and other expenses;
- Implementing the communication strategy of the Observatory;
- Managing the Observatory's social media (Facebook and Twitter), the Hugo Observatory website, and creating the Observatory's newsletters (MailChimp);
- Supporting the overall development and growth of the Observatory (by supporting the drafting of research proposals, keeping track of new funding opportunities, etc.);
- Assisting in recruitment and selection procedures;
- Recruiting, supervising and mentoring interns.

#### Requirements

The successful candidate must:

- Demonstrate previous experience and/or expertise as Administrative Manager, Communication and/or Events Manager;
- Be able to work independently and as part of a team, in a highly inter-disciplinary environment, under limited supervision;
- Be able to plan for and keep track of multiple projects and deadlines;

- Be fluent in English and French;
- Be familiar with WordPress, MailChimp, and social media management (e.g. Twitter, Facebook);
- Be knowledgeable about university structures and funding mechanisms;
- Previous experience working in academia and an interest in migration issues and/or environmental issues are assets, as are skills in graphic design.

### **Location and type of contract**

The position is a one-year contract, full-time, renewable for an additional year. The position is based at the University of Liège, in the southeast of Belgium. The position should be filled by November 2021. The salary shall be commensurate with experience.

The University of Liège is an equal-opportunity employer; foreign candidates and minorities are strongly encouraged to apply.

### **How to apply**

Interested candidates should send a CV and cover letter by September 30<sup>th</sup> 2021. Candidates should also indicate the names of two referees who can be contacted upon request.

Applications should be sent by email to Tatiana Castillo Betancourt, PhD candidate and the Hugo Observatory: [t.castillo@uliege.be](mailto:t.castillo@uliege.be), and copied to François Gemenne, Director of the Hugo Observatory: [F.Gemenne@uliege.be](mailto:F.Gemenne@uliege.be).

Interviews will be conducted during the second week of October 2021.