



### About SGGroup

The SGGroup – Universities in Europe Network (SGGroup) is a non-profit organization under Spanish Law founded in 1989. It has a membership of **48 higher education institutions from 23 European countries** and **6 higher education institutions from 6 non-European countries**. SGGroup is a dynamic network with **35 years of experience** in university collaboration within Europe and beyond.

More info can be found [here](#).

### About the job

The SGGroup is seeking an **Administrative Officer** to take care of the daily administration of the SGGroup Office. He/she will report to the Office Director and to the Executive Committee and work together as a team with the Projects Manager on a daily basis within the SGGroup premises located in the city of Porto (Rua do Campo Alegre, 820).

- The contract will follow the Portuguese law;
- The contract will have the duration of 12 months (1 year) and is intended to be renewed for the same period;
- The full-time position shall have an exclusivity clause;
- The work schedule shall be 37,5h/week (corresponding to 7,5h/day);
- Partially remote working will be considered after the 3 months initial training;
- The working language of SGGroup is English (a high level of language skills is compulsory);
- The salary will be around 1.200 EUR net, including the support for meals (“subsídio de refeição”) which will be paid by meal card (“cartão refeição”);
- SGGroup is looking to fill this position as soon as possible.

The Administrative Officer shall be part of the SGGroup support team, that is responsible for the day-to-day running of the network’s activities and events.

The Office located in Porto is led by the Office Director and implements decisions taken by the General Assembly, by the President and by the Executive Committee to prepare activities, to implement the SGGroup Annual Action Plan and to follow the established priorities.

The Office is also the direct interface with the SGGroup’s members, as well as the liaison to other University Networks and other organisations of higher education. It is also responsible for communication with the members (including mailing, management and update of the website and also the different SGGroup social media channels). One of the major responsibilities of the Office is to ensure precise, transparent and systematic financial and administrative processes and to provide clear and detailed information to the Executive Committee and to the General Assembly representatives on a regular basis and whenever it is required.

### TASKS

**(illustrating the scope of the job but not intended to be an exhaustive list)**

- General administrative support to the network under the supervision of the Office Director;
- Follow-up of SGGroup internal procedures including financial administration and monitoring as well as liaising with the relevant Spanish and Portuguese authorities, with the bank and with any other relevant entity or institution;
- Practical communication, internal and external, including website updates, developments (e.g. creating new pages) maintenance and updating and communication platforms such as Twitter, Facebook, LinkedIn (in collaboration with the Projects Manager);

- Direct assistance to the Office Director and collaboration with the Projects Manager to fulfil the SGroup's Annual Action Plan/Plan of Activities;
- Responsible for the organisation and following up of all SGroup's internal and external initiatives and activities and management of SGroup/President/EC calendars;
- Administrative support of projects and partnerships (in collaboration with the Projects Manager);

#### **PROFILE**

1. Previous **experience** in Administrative position(s) (minimum 2 years);
2. Preference will be given to candidates that have experience of working internationally;
3. Excellent command of **Portuguese** and **English** and preferably another major European language, both written and spoken (note: the working language of SGroup is English);
4. Excellent **Computer skills** (Word, PowerPoint, social media and website editing, Dropbox, Microsoft Office, Internet, graphic tools and particularly Excel as SGroup accounting, finances and budget preparation is done in Excel);
5. Very good **writing skills** in English (general texts, reports, minutes, press-releases, preparation of meetings, reporting, etc);
6. Strong **communication** and relationship building skills to work in a small team in an intercultural skills and awareness.

Interested candidates can apply by sending a CV, a motivation letter and a list of reference people to the Office Director, SGroup at [sgroup@sgroup-unis.eu](mailto:sgroup@sgroup-unis.eu)

#### **CALENDAR:**

Launch: 22/01/2024

Deadline: 21/02/2024

Selection: 26/02/2024

Communication of results: 28/02/2024

Interviews: 5-7 March

Schedule of interviews: 9 – 12 CET (8h-11h PT)