

Erasmus Universiteit Rotterdam

Function: Institute director/ Directeur bedrijfsvoering



Erasmus University Rotterdam (EUR)

Erasmus University Rotterdam is a modern, highly ranked, international research university, based in the dynamic and diverse city of Rotterdam. We were founded in 1913 and nowadays host 25.000 students. Our faculties and institutions work on global, national and local social challenges in the areas of: healthy development, wealth, governance, culture. The quality of research at Erasmus University, named after Rotterdam-born humanist and theologian Erasmus, is reflected in its consistent top-100 position in most major universities rankings. On the lively, modern campus, students and scholars of more than 100 nationalities are constantly encouraged to develop their talents and meet their ambition.
<https://www.eur.nl/english/>

The institute of Social Studies (ISS)

The International Institute of Social Studies (ISS) is a leading academic centre for international development studies. While based in The Hague, the ISS is part of Erasmus University Rotterdam. It is a post-graduate institute of policy-oriented critical social sciences, founded in 1952. The Institute offers a PhD in Development Studies, a 15.5-month MA in Development Studies with five Majors, and several post-graduate Diploma courses.

ISS brings together a highly diverse international community of scholars and students from both the global South and the global North, usually originating from over 50 different countries. The Institute brings together people, ideas and insights in a multi-disciplinary setting which nurtures, fosters and promotes critical thinking and conducts innovative research into fundamental social problems. The strong partnerships with organizations and individuals in developing countries make up a network where we co-create knowledge so that teaching and research remain socially relevant. Key to the ISS philosophy and practices is the wish to make a contribution to achieving social justice and equity on a global level.

Job description

The Institute Director (ID) is the director of the support organization and advisor to the Institute Board (IB) on strategic and practical issues at ISS. The Director supports the IB, i.e. the Rector in the execution

of her overall responsibility for the institute, and the two Deputy Rectors, who hold the portfolios for Masters level education and research, including the PhD programme. He/she reports to the Rector of ISS. The Institute Director is member of IB-E(xtended), the ISS management team consisting of IB and ID.

The Institute Director has the responsibility for the management of the support organization and the operation of the Institute. The management and support organization (MSO) provides various forms of support to academic staff, students and PhDs, and the Institute Board, both in-house and through its contracts with the Erasmus University Central Services (HR/Finance/ICT/facilities & real estate/student support/marketing & communication). He/she is the demand manager for the central services. The Institute Director is responsible for aligning and cooperating with the other faculties and (support) departments of the Erasmus University Rotterdam (campus Woudestein) regarding research, teaching and management of the organization. The Institute Director participates in the university-wide meeting of faculty directors and has the authority (in consultation with IB), on behalf of ISS, to contribute to implementation of EUR wide projects on support.

ISS is an institute in change. The new strategic plan 2018-22 sets goals for the future and the Support Services at ISS have recently been reviewed in light of being fit for this future. From this review a new journey has emerged towards becoming more focused on the primary processes for our MA and PhD students, and our academic staff. We have clarified and set the related roles and responsibilities in the support organization. The ID will manage the processes related to these 'customer journeys' from a functional perspective via the Journey Leaders and coordinators and via the Service Leaders. The day-to-day operations are taken care of by coordinators in the team. The process of implementing the changes has started, and the new way of working will need to be taken up further by the ID.

Job requirements and profile

The ISS is looking for an Institute Director who has demonstrated experience in the field of managing, preferably in an international research and teaching environment. We are looking for a manager who can create and keep focus, can take the new journey of the team further, cooperate at all levels, has a focus on people and processes, and is sensitive to a global environment. The Institute Director should be able to create enthusiasm and motivation in the organization by her/his way of communication, which he/she uses easily and transparently. She/he should feel at ease in working on a wide range of topics at the same time, be able to shift between these quickly and connect the right people/departments at the right time, both within ISS and Erasmus University, and in relation to other suppliers.

The ISS is located in a stand-alone building in The Hague, which implies a responsibility regarding the maintenance of the building (supported by Erasmus Real Estate Services and other departments). Due to the international character of the ISS, we provide student housing for our students in four different buildings, two of which are under direct ISS management.

The Institute Director

- Contributes to the ISS strategy, translates this into ISS policies, and works from and within the strategic framework of ISS and EUR.
- Provides policy support for Rector and Deputy Rectors Research and Education and governing bodies in ISS.
- Contributes to continuous improvement of facilitating processes within ISS, related to Masters' education, research, the PhD programme, project work and engagement.
- Is responsible for the human resource management of in-house services (finance, admissions, PhD office, secretariat, project & research support, teaching & learning support, policy advice), provided by approx. 28 FTE, 35 employees.

- Is responsible for student housing of ISS in The Hague, which to a large extent is outsourced to DUWO.
- Is functionally responsible (via a demand management structure) for the services provided by the University Central Services (USC) (HR, finances, ICT, facilities, housing, real estate) and the University Library.
- Ensures and maintains constructive relationships with colleagues at relevant units within Erasmus University and translate and communicates Erasmus initiatives and perspectives towards ISS, and vice versa.
- Represents Erasmus ISS (in consultation with IB) in the OB (Overleg Bedrijfsvoering) at EUR and ensures that ISS interests are reflected there and at Erasmus University overall.

Job demands

- Academic education and general management experience, preferably in an academic setting, at least 5 years as manager in a mid-size to large organization
- Knowledge and experience in the field of finance, ICT, HR, Facilities, Maintenance/suppliers management
- Understanding of the Dutch university system
- Experience in working in international settings and sensitive to international backgrounds of students and staff
- Enthusiastic, open and connecting leader, with experience in managing (international) teams
- Natural authority and coaching leadership is important to be successful in this role
- Result oriented, with an eye for human relations
- Operating with tact and displaying organizational sensitivity
- Fluent in English (C1) and Dutch (C1), both in writing and orally.

Core competencies

- Binding leadership
- Vision
- Result oriented
- Organizational sensitivity
- Persuasiveness

Conditions of employment

In accordance with the conditions applied at Erasmus University Rotterdam (EUR) as indicated in the Collective Labour Agreement (CAO NU) of the Dutch universities, the salary is dependent on the candidate's background and experience, and is set at a maximum of CAO NU scale 15 with a minimum of € 5.595,- and a maximum of € 7.213,- gross per month, on a fulltime basis).

In addition, the EUR has excellent employment conditions pays an 8% holiday allowance and an end-of-year payment of 8,3% and offers excellent secondary benefits with and 41 holidays per year with a full workweek (40hrs). The EUR has a pension scheme at ABP and offers partly paid parental leave. Employees can also use the facilities at EUR or in The Hague (sports – yoga, choir – library). See our website for more information.

For filling the vacancy, we will follow our diversity principles. ISS is committed to building and sustaining a community based on inclusiveness, equity, and diversity and believes this will contribute to our mission and vision of being the best institute in our field. ISS is an equal opportunities employer and encourages applications from candidates of all genders, ethnicities, and nationalities.

Information and job application

For more information about Erasmus University, please visit www.eur.nl and <https://www.iss.nl/en> for more information about ISS. For additional information about this specific vacancy, please contact Jeanette Breekveldt, senior consultant at PublicSpirit, via 033 – 445 95 45 or info@publicspirit.nl.

Erasmus University is an equal opportunity employer, committed to building a culturally diverse intellectual community, and as such encourages applications from women and minorities. Erasmus University is taking targeted action to appoint talented men and women of different nationalities to senior positions and to keep them at our University. The aim is to have at least 25% of senior positions filled by women in 2025. Female candidates, candidates with an international background and/or candidates from an ethnic minority are encouraged to apply. Under the condition of equal suitability, these candidates will have a priority position.

You are welcome to upload your letter of application accompanied by your track record CV (in English) to www.publicspirit.nl/institute-director-iss-den-haag/ or by email via info@publicspirit.nl, to the attention of Jeanette Breekveldt, with reference number 6592.

The deadline for applications is September 14, 2018. The procedure will consist of several rounds (first round October 17 2018, and second October 23 2018) with the selection committee and a selection/development assessment on the 24th, final meeting on the 26th.

Wetenschappelijke discipline: (optioneel) (meerdere opties mogelijk)

Landbouw

Gezondheid

Gedrag & Maatschappij

- Natuurwetenschappen Economie Taal en cultuur
 Techniek Recht Voeding
 Anders, namelijk: Vul hier een evt. een andere wetenschappelijke discipline in

Werkterrein: **(verplicht)** (meerdere opties mogelijk)

- Promotieplaatsen HRM Technische / laboratorium functies
 Postdoc posities Juridisch Beleids- en staffuncties
 Hoogleraren/UHD/UD ICT Leidinggevende functie
 Onderzoek, ontwikkeling, innovatie Financiën Marketing & Communicatie
 Onderwijs Secretarieel, Administratief, Facilitair (ondersteunend)

Werk-/denkniveau: **(optioneel)**

- Geen keuze HBO+ MBO
 Gepromoveerd HBO LBO+
 Universitair MBO+ LBO

Standplaats: **(verplicht)**

- Woudestein campus ISS, Den Haag EUC, Rotterdam

Arbeidsvoorwaarden

Aantal fte: **(verplicht)**
1 fte

Minimaal aantal uren per week: **(verplicht)**
38 uur

Maximaal aantal uren per week: **(verplicht)**
40 uur

Salarisschaal: **(verplicht)**
15

Minimaal maandsalaris: **(verplicht)**: €5.595

Maximaal maandsalaris: **(verplicht)**: €7213

(Indien de schaal er niet tussen staat: Anders namelijk: Bijv. combi van schalen)