

22 December 2025



Vacancy Announcement: Part-time Administrative Officer

Association for European Life Science Universities – ICA

The Association for European Life Science Universities (ICA) is seeking a highly motivated administrative officer working closely with ICA Secretary General and supporting secretariat with strategic, administrative, and operational leadership of the organisation. The position plays a key role in advancing ICA mission to strengthen life science education, research, and innovation across Europe.

Key Responsibilities

Provide support and work closely with the Secretary General within the ICA Secretariat, assisting with governance processes, communications, and administrative matters.


The ICA Secretariat drives membership engagement and facilitates collaboration among member universities, ICA Standing Committees, and partners. The Secretariat forms and implements the ICA Strategy towards 2030 and ICA Action Plan. An important part of the work is to monitor EU policy developments and drive preparation of policy briefs, position papers, and advocacy activities.

Work assignments include but are not limited to:

- Contribution to communication activities, including newsletters, website content, and event organisation (e.g., Annual ICA Rectors and Deans Forum, General Assembly and other event).
- Contribution to the preparations of ICA Board papers, reports and meetings minutes.
- Support to the ICA Treasurer and ICA Administrator with the financial management procedures and prepare draft reports to the ICA Board and General Assembly.
- Support to ICA Board committees. (e.g. assisting chairs in organising meetings and other activities, contributing to the development of meeting agendas and preparing minutes.)
- Administration, including maintenance, of the ICA contacts database and the ICA website.

Qualifications

- Advanced university degree in life sciences, European studies, public administration, or related fields.

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- Good understanding of the European higher education and research systems and the EU-policy work.
 - Demonstrated organisational, analytical, IT-user, communication, marketing and stakeholder-engagement skills.
 - Excellent communication skills in English. Additional EU languages are an asset.
 - 3+ years of relevant experience in higher education, research policy, EU-project management, or international networks are an asset.

What We Offer

- A part-time position (up to 25%, with the exact workload to be agreed upon with the applicant), conducted remotely.
- A possibility to combine your current position at an ICA-member university with a part-time assignment for ICA.
- A dynamic, international working environment.
- Opportunities to influence European higher education and research policy agendas.
- Collaboration with leading universities across Europe which also includes travelling within Europe.

How to Apply

Please submit your **CV, motivation letter**, and **contact details of two referees/ or recommendation letters** by 19 January to icasecretariat@ica-europe.org.

Starting date in early **February 2026**.

For more information, please contact ICA Secretary general Rasa Pakeltienė, email address: rasa.pakeltiene@ica-europe.org

ICA Secretariat
icasecretariat@ica-europe.org