

The University of Luxembourg Competence Centre is recruiting for immediate entry a:

Project Manager (m/f)  
for a permanent full time contract

The University of Luxembourg Competence Centre (ULCC) is the lifelong training and continuing professional education centre in Luxembourg. Based in the heart of Belval Campus in Esch-sur-Alzette, the ULCC develops and organizes University quality training programs for adults that meet the business needs and requirements of the Luxembourgish market while using innovative teaching tools and technologies.

One of its tasks is to design and implement academic training courses dedicated to different sectors and to manage specific missions or projects in connection with employees' upskilling or reskilling.

Your ideal profile:

- Master's degree (or equivalent) in HR, Project Management or similar line of studies
- Work experience of at least 5 years in lifelong learning or academic teaching and ideally you are able to design a MOOC
- Good organizational skills, ability to prioritize tasks
- Excellent oral and written communication skills, comfortable with conducting focus groups and meetings
- Reliable, autonomous while being a team player
- Good knowledge of the Luxembourgish market and of the strategic development axes of the economy
- Fluent in English and French, excellent writing skills in the mastered languages are mandatory


Your main responsibilities include to:

- Manage training paths, organize MOOCs and ensure a high-quality level with the team
- Develop innovative learning solutions with academic partners in Luxembourg and in other countries, good command of the LMS Moodle is an asset
- Manage strategic projects in connection with the transfer or development of competences
- Take part in external events to ensure the ULCC's promotion and development
- Assist the team leader in monitoring external relations appropriately (partners, stakeholders and training participants)

If you are ready to take up a new challenge and feel that your profile matches the job description, please do not hesitate to send your CV and cover letter to:

Centre de gestion pour la formation continue et professionnelle universitaire GIE

Maison du Savoir - 10<sup>e</sup> étage - 2, avenue de l'Université - L-4365 Esch-sur-Alzette


 +352 26 15 92 17 - [www.competence.lu](http://www.competence.lu)

Immatriculation RCSL n°C145 - N° Identification TVA : LU30573419

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