

The University of Luxembourg Competence Centre is the lifelong learning and university continuing education centre based in Esch-sur-Alzette. Our purpose is to develop and organise high quality training programs that meet the business needs and requirements of the Luxembourgish market while using innovative teaching tools and technologies. We are working in close collaboration with the University of Luxembourg and key actors in a broad range of activities.

Learning is our passion, enabling others to achieve their goals through enjoyable and meaningful learning activities is our mission!

The Competence Centre is thus looking for a:

Training Officer
for a 1-year fixed-term contract (100%)

to join its "University continuing education" team and support the development of its activities. Your mission is to support the team in the development and organization of training sessions for the academic and administrative staff of the University of Luxembourg.

Your responsibilities are:

- Provide assistance with the day-to-day management for our courses (planning, registrations, organisation and logistics, data monitoring, evaluations, communication...)
- Assist the Project Manager in managing and monitoring the entire training lifecycle from participant management to evaluation including logistics and relationships with partners, stakeholders and providers;
- Interact with the HR team of the University of Luxembourg;
- Contribute to the development of the training offer for the University staff;
- Support the Project Manager in her tasks, while ensuring continuous improvement of quality and innovation.

Your ideal profile:

- Bachelor's or Masters' degree (or equivalent) in HR or similar line of studies;
- Work experience of at least 2 years in lifelong learning or in a Learning and Development department;
- Fluent in French and English, excellent writing skills in the mastered languages are required. German would be considered as a strong asset;
- Excellent master of MS Office 365;
- Ability and interest in working in a team and in a multicultural environment;
- Excellent organisational and communication skills;
- Ability to prioritise tasks;
- Tact and diplomacy;
- Reliability, rigor and autonomy in the work;
- Open-mindedness and flexibility;
- Client-orientation.

Do you feel ready to take up a new challenge within a dynamic team and a multicultural context? If so, please send your application to:

Valérie Kihn
HR@competence.lu