

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 organize 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:  
**Manager for its "University continuing education" cluster  
for a permanent contract (100%)**

Under the direction of the Managing Director, the Manager is responsible for the development and operation of the ULCC's Continuing Education program.  
to join its "University continuing education" team and support the development of its activities.

#### Your duties and responsibilities are to:

- Manage university certificates with experts, partners and professors of the University and ensure a high-quality level with the team;
- Develop our network of speakers and experts and provide them with advice related to pedagogical approaches;
- Work with business and industry to access needs and develop certificates with a strong focus on the financial sector;
- Prepare and implement a comprehensive marketing plan for certificates;
- Maintain effective communication with administration, faculty and staff;
- Collaborate with other departments to ensure that documents and procedures concerning university continuing education are compliant with the University's internal rules;
- Relay information to the team and act as the point of contact to the management;
- Apply to call for tenders;
- Take part in external events to ensure the ULCC's promotion and development.

#### Your ideal profile:

- Masters' degree (or equivalent) in HR or similar line of studies;
- Work experience of at least 10 years in lifelong learning or in developing continuing education courses and programs ;
- Fluent in French and English, German being a strong asset;
- Ability in managing a team in a multicultural environment;
- Superb oral and written communication skills with an entrepreneurial spirit;
- Ability to prioritize 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:

Véronique ACKER  
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