

FARI ADMINISTRATIVE OFFICER (M/F/X)

Hybrid/In-Person

Full-time

What is FARI

FARI is a joint institute of the Université Libre de Bruxelles (ULB) and the Vrije Universiteit Brussel (VUB), bringing together researchers from 10 research groups specializing in Artificial Intelligence, Robotics, Law, and Ethics. The institute is located at BeCentral in Brussels (1000, Bruxelles) and serves as a hub for interdisciplinary research and collaboration, leveraging expertise across multiple domains to drive innovation and knowledge-sharing. This specific position will be related administratively to ULB.

About the team

The FARI Central support team helps both ULB and VUB researchers in their research and innovation projects, as well as companies and public administrations in the digital transition of society. How will and can AI, Data and Robotics make a difference in making our society more sustainable?

To help the FARI research community as well as the stakeholders we work with (citizens, public administrations, companies), we are expanding this team that is based BeCentral to build a stronger institute and develop new services to support open innovation activities and the FARI objectives.

Key responsibilities

The selected candidate will play a crucial role in **FARI's administrative management**, ensuring the efficient operation of the institute. They will be officially recruited by **ULB**, under the **Transversal Support Service for Research and Innovation Activities (STARI)** within the **Research Department**. They will provide essential support for **FARI's daily operations**, ensuring smooth coordination between ULB and VUB administrative structures. They will also serve as the **primary contact** for administrative matters at ULB and will be integrated into **FARI's management team**. Additionally, they might be responsible for helping **managing our facilities** and **planning visits**.

Main Tasks:

Mission 1 (60%) – Administrative Operations

- Oversee administrative processes related to FARI's expenses
- Data entry and document archiving

Mission 2 (20%) – Event & Meeting Coordination

- Organize meetings and book rooms
- Support communication
- Provide administrative assistance during events

Mission 3 (10%) – Reporting & Documentation

- Assist FARI's management team with reporting for funding bodies

Key skills for this position

Education & Background

- **Degree Level:** Bachelor's, Master's, Civil Engineer, or Doctorate
- A **Bachelor's degree in secretarial studies** or **CESI/CESS with proven administrative experience** is highly relevant
- No specific prior training (Law, HR, IT, etc.) is required

Technical Skills

- Proficiency in **Microsoft Office Suite** (Word, Excel, Access, Acrobat, Outlook)
- **Fluency in French and English** (mandatory)
- **Knowledge of Dutch** (optional but a plus)
- **Experience at ULB, VUB, or another Belgian university** is highly relevant

Soft Skills & Behavioral Attributes

- Strong **organizational skills**, sense of **initiative**, and **responsibility**
- Excellent **team spirit** and **collaborative mindset**

Deadline of Application: March 15, 2025

Start Date: As soon as possible

To apply, send your short letter of motivation and CV to info@fari.brussels

Type of contract : 1 year contract with Université Libre de Bruxelles, which turns to a permanent contract after 1 year upon positive evaluation.

Hours per week : Full time, 38h a week

Work location : FARI (BeCentral, Cantersteen 16, 1000 Brussels)

Note : As per ULB's equal opportunity policy: We recruit candidates based on their skills, regardless of their age, gender, sexual orientation, origin, nationality, beliefs, disability, etc. Candidates with an illness, disorder, or disability who wish to request reasonable accommodations during the selection process have the option, when applying online, to check a box that alerts the Recruitment team, allowing them to adapt the selection procedures accordingly. If a candidate with an illness, disorder, or disability is pre-selected by the SSRM team for the position you requested to be published, the Diversity Projects Officer within the team (sophie.veys@ulb.be) will contact you to provide further information about the candidate's profile.