

Governance

The Governance portfolio oversees UMGO's internal operations and will be the direct link to the Sustainability Task Force. The portfolio consists of two coordinators who are responsible for the Administration, Assessment, Strategy, and Reporting, focusing on team management, finance, planning and reporting. The Coordinators need to establish a close relationship and intensive communication with the GO Coordinator and the members of the Sustainability Task Force to ensure that UMGO's efforts are in line with the overall Roadmap and underlying sustainability goals of the Maastricht University.

Strategy and Reporting Coordinator

The Strategy & Reporting Coordinator will support the GO coordinator in substantive governance tasks, such as filling in the Mission and Vision of the GO, collaborating with the Admin & Assessment Coordinator in writing the Annual Plan and Annual Report.

- Identify & manage key stakeholders within the university
- Assist other coordinators in preparing Project Proposals
- Establish key objectives for the coming year to be accomplished by the GO
- Keeping sustainability at the core of the organisation

Requirements Specific to this Position

Required

- Strong writing skills
- Extroverted and comfortable meeting with high level stakeholders
- Intrinsic motivation to further sustainability within an organizational setting

Preferred

- Experience in developing strategic documents
- Background in sustainability

Please also read through the requirements mentioned on the general information sheet 'Vacancies September 2018'. If you have any questions about the vacancy please contact our current Strategy and Reporting Coordinator: Tasmin Rüffert
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