

Head of Campus Service 2: People, Finance & Facilities, Ghent University Global Campus

Vacancy

- § **Job Position:** A full-time post as the Head of Campus Service 2
- § **Job Responsibility:** Head of Campus Service 2 – People, Finance & Facilities
- § **Location:** Ghent University Global Campus, Incheon, South Korea
- § **Department:** Campus Service 2 – People, Finance & Facilities
- § **Reports To:** Chief Administrator and Campus Board

Position Overview

Ghent University Global Campus (GUGC) invites applications for the position of **Head of Campus Service 2 (People, Finance & Facilities)** — a senior leadership role overseeing the integrated management of the university's financial, human resource, and operational functions.

Following the merger of the Finance & HR and Facilities & Operations units, the CS2 Head will provide **strategic oversight** across finance, HR, facilities, ICT, procurement, and global support services. The successful candidate will play a **key role in building an efficient, transparent, and service-oriented administrative environment** that supports GUGC's academic mission and institutional growth. **Cooperation with external stakeholders** is also an essential part of the position.

The ideal candidate will demonstrate **strong financial and operational expertise**, with **knowledge of SAP or equivalent ERP systems**, and a proven record of **strategic leadership in multicultural settings**. Reporting to the **Chief Administrator and GUGC Campus Board**, the CS2 Head will ensure operational excellence, compliance with Ghent University and Korean regulations, and effective resource planning aligned with the **Incheon Global Campus (IGC)** framework.

Success in this role requires **exceptional cross-cultural communication skills**, the ability to navigate **international and Korean administrative systems**, and the vision to foster a **cohesive and high-performing workplace**.

About Ghent University and Ghent University Global Campus

Ghent University is one of the most influential research and education institutions in Europe. With over 9,000 faculty and staff and 49,000 students, it upholds the motto "Dare to Think", promoting excellence in education, internationally recognized research, and a commitment to social responsibility.

GUGC is Ghent University's first international campus, and the first European university established at the Incheon Global Campus (IGC) in South Korea. Since 2014, GUGC has provided Bachelor of Science programs in Molecular Biotechnology, Environmental Technology, and Food Technology, with academic quality ranked among the top 100 universities globally (ARWU 84, 2023).

Please visit the homepage of Ghent University (Global Campus) to learn more about our organization:

<http://www.ugent.be/>

<http://www.ugent.be/globalcampus/en>

<http://www.ghent.ac.kr/>

Key Responsibilities

1. Strategic Leadership & Organizational Development

- Lead and integrate the People, Finance & Facilities functions within GUGC's administrative framework.
- Develop and implement strategies to strengthen financial sustainability, workforce planning, and operational efficiency.
- Serve as a key advisor to the Campus Board on long-term institutional and resource planning.
- Foster a culture of excellence, accountability, and continuous improvement across all administrative units.
- Champion innovation and digitalization to modernize administrative processes and data-driven decision-making.

2. Financial Management & Planning

- Act as a strategic coordinator to the Financial Committee, supporting high-level decision-making on institutional financial planning and policy.
- Direct the development and execution of financial strategies, including budgeting, forecasting, and expenditure control.
- Ensure compliance with South Korean and international financial regulations, Ghent University policies, and funding requirements.
- Implement cost-control measures and revenue-generating initiatives to enhance financial sustainability.
- Conduct risk assessments, financial audits, and institutional performance evaluations to strengthen fiscal accountability.

3. Human Resource Management

- Oversee HR strategies, workforce planning, talent acquisition, performance management, and employee development.
- Implement policies promoting diversity, equity, inclusion, and employee well-being.
- Ensure compliance with Korean labor laws and Ghent University's HR policies, managing benefits administration, labor relations, and workforce regulations.
- Foster a positive, collaborative, and high-performance workplace culture through leadership development and engagement initiatives.

4. Facilities, ICT & Campus Operations

- Supervise facility maintenance, campus infrastructure, ICT services, safety, and procurement.
- Oversee contracts, vendor management, and sustainability initiatives.
- Ensure ICT security, system continuity, and digital transformation in alignment with Ghent University IT policies.
- Liaise with IGC and external agencies (IFEZ, Immigration Office, etc.) for facility compliance and operational coordination.

5. Global Mobility & Support

- Oversee housing, visa, and immigration services for students, staff, and faculty.
- Support international relocation and integration through high-quality global mobility and housing services.
- Maintain a responsive and client-centered approach to community support.
- Oversee internal audit and risk-management frameworks to ensure organizational accountability.
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6. Governance, Legal & Compliance

- Ensure compliance with legal, regulatory, and governance standards across all administrative areas.
- Liaise with Ghent University (Belgium), IGC, and government bodies to maintain transparency and alignment.
- Provide strategic reports and recommendations to university leadership based on institutional performance data.
- Engage with international faculty, staff, and local stakeholders to support a globally integrated administrative environment.

Profile

Essential Qualifications & Experience

- Master's degree or higher in Finance, Business Administration, Human Resources, Public Administration, or a related discipline.
- At least 10 years of senior leadership experience in finance, operations, or institutional administration.
- Proven record of strategic management, financial planning, budgeting, and workforce development in a multicultural or academic environment.
- Strong financial literacy with knowledge of SAP or equivalent ERP systems.
- Demonstrated ability to lead large-scale administrative operations and implement organizational improvements.
- Excellent command of English (written and spoken) is required.

Desirable Qualifications

- Experience in European or international higher education administration.
- Professional certifications in Finance (CPA, CFA), HR (CIPD, SHRM), or Legal/Compliance or any other certification but proven competency in legal/compliance/finances through experience.
- Understanding of Korean labor laws, financial regulations, and administrative frameworks.
- Proficiency in Korean and familiarity with public-sector or IGC-level governance are advantageous.

Key Competencies

- Strategic Leadership: Ability to shape and execute high-level administrative strategies.
- Financial Management: Budgeting, forecasting, monitoring and alerting, risk management.
- Cross-Cultural Communication: Proficiency in working within a multinational, multicultural academic environment.
- People Management: Strong team leadership, conflict resolution, and stakeholder engagement skills.
- Operational Excellence: Track record of streamlining processes and enhancing institutional efficiency.
- Analytical & Problem-Solving: Ability to interpret complex data and make data-driven decisions.
- Adaptability & Innovation: Capable of integrating diverse administrative systems while driving organizational transformation.

Equal Opportunity & Diversity

Ghent University and GUGC are committed to diversity and inclusion. We actively encourage applications from candidates of all backgrounds, and we particularly welcome applications from female candidates to promote gender balance within our leadership team.

For further inquiries about this vacancy, please contact:

 GUGC Human Resources

How to apply

Required Documents

- ✓ Detailed CV highlighting relevant experience (including at least two references).
- ✓ Cover letter commenting on your vision for the role.
- ✓ Copies of Degree Certificates (If the degree is in a language other than Dutch, French, German, or English, a legalized English translation is required).
- ✓ Transcripts (overview of academic results).

Application Submission

 Submit all required documents in a single PDF file via email:

 gugc_hr@ghent.ac.kr

* Subject Line: CS2head_[Last Name].[First Name]

Application Deadline: Jan-25, 2026

Interviews Begin: Feb-9, 2026

Expected Start Date: May-1, 2026 (Negotiable)