



Florence, 12/01/2018

VACANCY NOTICE for a PROJECT ASSISTANT

The EUI has a vacancy for a Project Assistant in the School of Transnational Governance

Reference number: STG2/2018 (please quote in all correspondence)

Department:	School of Transnational Governance
Length of contract and % of full-time:	Initial contract of 1 year (full time). The contract may be renewed up to a total period of 5 years. Starting date as soon as possible
Salary indication:	Basic monthly net salary approx. 1900, and allowances if applicable. More information about conditions of employment is available here .
Director of project:	Prof. Miguel Poiares Maduro
Title of project:	School of Transnational Governance
Job description:	<p>The School of Transnational Governance is looking for a Project Assistant to assist in the coordination of the program: “High Level Policy Dialogues” of the STG.</p> <p>Expected tasks:</p> <ul style="list-style-type: none">- Coordinate with the School’s top management the program’s implementation and forward-planning- Interact with potential and confirmed participants on a broad array of topics related to transnational governance- Assist with the commissioning and production of policy inputs for the HLPD

<p>Qualifications:</p>	<p>Essential:</p> <ul style="list-style-type: none"> - Degree in a field relevant to the position; - Experience in assisting planning of high-level events; - Intellectual dynamism in tackling a diverse set of policy issues; - Keen eye to detail: in the planning and response to event management. <p>Desirable:</p> <ul style="list-style-type: none"> - Project and logistics management experience for assisting in the HLPD's implementation.
<p>Languages:</p>	<p>Fluency in English is essential, knowledge of other languages is an advantage</p>
<p>Contact details</p>	<p>For more information contact fabrizio.tassinari@eui.eu</p>
<p>Deadline</p>	<p>The closing date for applications is: 15 February 2018</p>
<p>How to apply</p>	<p>Fill in the on line application form and upload documents as requested</p>

