



The EUI has an open vacancy for a

Project Assistant in the

Robert Schuman Centre for Advanced Studies

Florence, 21 March 2023

Reference: V/PA/RSC/19/2023

Who we are

The **European University Institute (EUI)** at a glance:

- an **international organisation** set up in 1972;
- a research university focusing exclusively on **postgraduate, doctoral and post-doctoral studies**, and advanced research;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

The **Robert Schuman Centre for Advanced Studies (RSCAS)** is an inter-disciplinary research centre at the heart of the European University Institute (EUI). It was established in 1992 to complement the four EUI disciplinary departments (Economics, History and Civilization, Law, Political and Social Sciences) with the aim to be involved in both basic and policy research, collaborate with other centres of excellence in Europe, provide opportunities for young scholars and promote dialogue with the world of practice. The Centre's goal is to maintain an environment and support structure that fosters intellectual curiosity and excellent research. The research agenda of the Centre is currently guided by three major themes: Integration, Governance and Democracy; Regulating Markets and Governing Money; and 21st Century World Politics and Europe.

The **Florence School of Regulation (FSR)** is a center of excellence for independent discussion and knowledge exchange with the purpose of improving the quality of European regulation and policy. We deliver academic research, training and policy events in the areas of Energy & Climate, Communications & Media, Transport and Water.

Employment details

Contract type

Full-time (30/30, 40 hours/week)

Length of contract

12 months, start date as soon as possible

This contract may be further renewed (several times and conditional to the availability of funds), leading to an extension of the period of service up to a total of 5 years, including the first contract period.

Salary indication and grade	Grade: ASTAC1e, step 1 The basic net monthly salary after taxes is approximately 2,110 Euro, plus allowances if applicable. More information about conditions of employment is available here .
Place of work	Florence, Italy

About the project

Project Directors	Professor Leonardo Meeus and RSC Director Erik Jones
Project details	The Florence School of Regulation – Energy (FSR Energy)
Job description	<p>The project assistant will provide organizational and logistic support to the Directors of the project. Main tasks include:</p> <ul style="list-style-type: none"> • Supporting the FSR leadership in the daily management of project activities in coordination with different stakeholders both internally and externally; • Supporting the organisation of dissemination activities, including workshops, conferences, policy dialogues and webinars; • Contributing to research, policy analysis, fundraising, dissemination and capacity building; • Monitoring outstanding tasks, deadlines and requests, as well as drafting minutes; • Liaising with all teams within the Florence School of Regulation.

Qualifications and experience

Qualifications and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • BA in Political or Social Sciences, Communication, Public Affairs, Economics, Engineering or any other relevant field; • Specialisation in EU studies and/or demonstrated work experience with the EU decision making system or in international relations. <p>Desirable:</p> <ul style="list-style-type: none"> • Demonstrated work experience in one of the EU institutions or agencies/delegations; • Demonstrated knowledge, publications and proven interest in electricity or gas markets; • Proactive attitude, able to organise work autonomously proven by previous work experience or training; • Demonstrated experience in the organisation of projects;
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- Proven excellent editing skills acquired through previous work experience or training.

Languages

Excellent knowledge of English, both spoken and written ([CEFR](#) level: C1 or above). Knowledge of other languages constitutes an advantage.

How to apply

Deadline

The closing date for applications is **28 April 2023** at midnight (Florence time)

Contact details

For more information contact Ian Devine, ian.devine@eui.eu

How to apply

Fill in the [online application form](#) and upload documents as requested

Data Protection

The purpose of processing the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure. The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI](#)).

Equal opportunities

The European University Institute applies a policy of equal opportunities, which, in accordance with Article 1d of its Staff Regulations, prohibits discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.