



The EUI has an open vacancy for a

Project Assistant in

School of Transnational Governance

Florence, 08 March 2023

Reference: **V/PA/STG/12/2023**

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 EUI **School of Transnational Governance (STG)** trains tomorrow's leaders on the concepts, methods and practices of governance beyond the state. It offers policy leader fellowships, executive training and high-level policy dialogues. The School launched a new Master's programme in transnational governance in 2020.

Employment details

Contract type	Full-time, (30/30, 40 hours/week)
Length of contract	Start date as soon as possible 1 year. 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 Step1 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 Director(s) STG Director Prof. Alexander Stubb

Project details The **Policy Leader Fellowship programme (PLF)** is a unique residential programme for mid-career professionals from politics, civil service, media, non-governmental organisations and other public policy areas. During the program, the fellows work on independent projects with real-life impact while contributing to the STG community by engaging with students, organizing talks and participating to events and workshops.

Job description The Project Assistant will provide organizational and logistical support to the programme participants and the project team. Main tasks include:

- Contributing to the coordination of fellows' everyday activities, preparation and reporting on events, providing general administrative support;
- Supporting the team during the annual programme selection and review processes (including technical and logistical support);
- Recording and supporting fellows' outputs, including tracking publications and other written deliverables;
- Participating in the annual programme selection and review process;
- Supporting STG fellowships programme at large, including alumni programme development and engagement activities.

Qualifications and experience

Qualifications and

Essential:

Experience

- BA (or equivalent according to EHEA) in a relevant area;
- Demonstrated experience in working in academic and/or institutional environments;
- Proven work experience in international and multicultural environments;

Desirable:

- MA (or equivalent according to EHEA) in a relevant area;
- Proven familiarity with global affairs and public policy.

Languages

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

How to apply

Deadline	The closing date for applications is 22 March 2023 at midnight (Florence time)
Contact details	For more information contact Peter Ivanov, Peter.Ivanov@eui.eu
How to apply	Fill in the online application form and upload documents as requested