



The EUI has an open vacancy for a

Project Assistant in the School of Transnational Governance

Florence, 17 November 2023

RE-PUBLISHED

Reference: V/PA/STG/26/2023

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	12 months, start date as soon as possible (negotiable start date) 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 2,160 Euro, plus allowances if applicable. More information about conditions of employment is available here .

About the project

Project Director(s)

STG Director Alexander Stubb

Project details

School of Transnational Governance (STG)

Job description

The Project Assistant will provide organisational and logistic support to the School of Transnational Governance activities. Main tasks shall include:

- assisting the STG Events team in the overall preparation and implementation of high-level lectures, executive training seminars, dialogues, conferences and other events in the frame of the School's general activities and external projects;
- providing assistance to the event management of residential and hybrid events (point of contact for speakers and participants; liaising with internal and external providers; contact point for external stakeholders and partner institutions);
- contributing to the preparation of event budgets, ensuring compliance with EUI regulations, and drafting event reports (both financial and qualitative)
- supporting the team's general administration.

Qualifications and experience

Qualifications and Experience**Essential:**

- Bachelor's degree in Social Sciences, Communications or relevant discipline;
- Excellent organisational and communication skills, acquired through previous work experience;
- Demonstrated experience in providing project assistance and event support in academic and/or institutional environments.

Desirable:

- Proven experience in working as part of a multinational and multidisciplinary team in an international environment;

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 **04 December 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

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.