VACANCY NOTICE for a PROJECT ASSISTANT

The EUI has a vacancy for a Project Assistant in the Robert Schuman Centre for Advanced Studies.

Reference number: V/RA/RSC/15/2018 (please quote in all correspondence)

Department:	Robert Schuman Centre for Advanced Studies
Length of contract and % of full-time:	Initial contract for 6 months, renewable, starting as soon as possible (preferably November 2018) 6/30 (20% of full time)
Salary indication:	Approx. €350 per month (plus allowances if applicable) More information about conditions of employment is available here.
Director of project:	Prof. Deirdre Curtin
Title of project:	Centre for Judicial Cooperation, in particular the e-NACT Project
Job description:	e-NACT Project is a DG Justice supported project providing for a training methodology and training activities that, coupled with the expertise of the trainers involved, foster the emergence and consolidation of a common culture of fundamental rights. https://www.eui.eu/Projects/CentreForJudicialCooperation/Projects/e-NACT/e-learning-National-Active-Charter-Training https://www.eui.eu/Projects/CentreForJudicialCooperation/CJCDatabase/Database Main Task: Update of the Website of the e-NACT Project, mainly content editing
Place of work:	Preferably Florence

Qualifications:	**Essential:**
	• English writing for the web skills (web content editor);
	• Good knowledge of CMS (Content Management Systems);
	• Knowledge of one or more programming/mark-up languages for the web (HTML, CSS etc.);
	• Knowledge of image editing software (Adobe Photoshop, Gimp etc.)
	• Ability to work in team and excellent communication skills;
	• Attention to detail and dedication to provide high quality work;
	• Be adaptable and able to pick up new techniques.
	Desirable:
	• Knowledge of SEO copywriting and content writing principles;
	• Knowledge of one or more Mobile App development language (e.g. Objective-C) for iOs, Android or Windows Mobile.
Languages:	Excellent knowledge of English as working language is required.
	Knowledge of other European language would be an advantage.
Contact details	For more information contact Joanna.wielgo@eui.eu
Deadline	The closing date for applications is: **15th October 2018**
How to apply	Fill in the on line application form and upload documents as requested