



Florence, 29 May 2019

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/17/2019 (please quote in all correspondence)

Department:	Robert Schuman Centre for Advanced Studies – Florence School of Regulation
Length of contract and % of full-time:	12 months full time contract with possibility of renewal for up to maximum 5 years Start date as soon as possible
Salary indication:	Basic net salary 1900 EUR a month plus allowances if applicable More information about conditions of employment is available here .
Director of project:	Prof. Brigid Laffan/ Prof. Jean-Michel Glachant
Title of project:	Florence School of Regulation – Energy and Climate
Job description:	<p>The Florence School of Regulation is looking for a Project Assistant to join its team as a Training and Workshop Assistant. The Project assistant will:</p> <ul style="list-style-type: none"> - assist in the planning and coordination of all the residential training activities and events (workshops, seminars, conferences) of the Florence School of Regulation – Energy & Climate. - work in close cooperation with the trainers and experts as well as the rest of the FSR Energy & Climate Team in order to organise and deliver high quality and innovative training courses and events. - be responsible for managing the presentations and training materials, including online resources and online and blended learning. - be the point of contact for participants and trainers/experts and will provide classroom support during the residential training. - work in close cooperation with the FSR conferences team

	<p>in the organisation and implementation of the training courses and events.</p> <ul style="list-style-type: none"> - be asked to facilitate the FSR online courses, if and when necessary.
Place of work:	Florence, Italy
Qualifications:	<p>Essential:</p> <ul style="list-style-type: none"> - Degree in a field relevant to the post - Previous experience in development of training courses and/or events - Previous experience in working with professors/instructors - Excellent communication skills and ability to work with different stakeholders - Strong organisational skills and ability to work under pressure and strict deadlines <p>Desirable:</p> <ul style="list-style-type: none"> - Previous working experience in international environment - Previous experience in the energy and climate policy field - Knowledge and/or experience in the field of adult learning
Languages:	<ul style="list-style-type: none"> - Excellent knowledge of English as working language is required; - Knowledge of other EU languages is an advantage.
Contact details	For more information contact ilina.hristova@eui.eu
Deadline	The closing date for applications is: 30 June 2019, at midnight (Florence time)
How to apply	<p>Fill in the on line application form and upload documents as requested</p> <p>For applications to be valid, candidates must submit</p> <ul style="list-style-type: none"> - A complete and detailed curriculum vitae in English (2 pages maximum) - A letter of motivation in English (1 page maximum), explaining in which positions they acquired their knowledge and professional experience relevant to this position.