



Florence, 21/11/2019

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/46/2019 (please quote in all correspondence)

Department:	Robert Schuman Centre for Advanced Studies
Length of contract and % of full-time:	2 years starting 16 January 2020, renewable, full-time. This contract is conditional on the confirmation of the availability of funds.
Salary indication:	Approximate net salary 2.000 € per month, plus allowances if applicable. More information about conditions of employment is available here .
Director of project:	Virginie Collombier/Prof. Brigid Laffan
Title of project:	Middle East Directions Programme
Job description:	<p>Middle East Directions is looking for a native Arabic speaker to work as a project assistant for MEDirections' activities in Libya. The project assistant would be responsible for the following administrative tasks:</p> <ul style="list-style-type: none">• Taking the lead in daily management of project activities in Libya and, where relevant, the wider MENA region;• Supporting the team in organising travel and fieldwork in Libya, including gathering documentary proof related to these trips;• Supporting the regular financial and narrative reporting on project's activities, in line with international standards and donor requirements;• In coordination with the project team, assessing the project's progress against agreed-upon indicators, and conducting ongoing assessments of risks to project implementation, including mitigation measures;

	<ul style="list-style-type: none"> • Providing overall organisational support to the project team in Libya and Florence, as the principal point of contact between the two sites. <p>Moreover, the project associate will be expected to get involved with producing and disseminating content related to the project through:</p> <ul style="list-style-type: none"> • Attending project meetings inside and outside Libya; • Taking minutes of these meetings and, in coordination with the project team, writing summaries of outcomes and action points; • Supporting the project team in disseminating project documents and updates to Libyan interlocutors. <p>Regular travels to Florence to be expected (frequency: around 1 week every 2 months).</p> <p>Narrative reporting will initially be in Arabic, while day-to-day communication with the Florence-based team will be in English.</p> <p>Relevant training will be available over the course of the project.</p>
Place of work:	To be agreed with the selected candidate.
Qualifications:	<p>Essential:</p> <ul style="list-style-type: none"> • Experience working in project-delivery role, preferably in an international organisation or NGO; • Experience monitoring and coordinating the activities of a team in a challenging/conflict environment; • Experience in budget management; • Responsible and conscientious; • Autonomous and highly organized; • Good interpersonal relations and ability to work in a multi-cultural environment; • Very good command of Office Suite (Word, Excel, PowerPoint)
Languages:	Very good command of English and fluency in Arabic (spoken and written) is essential.
Contact details	For more information contact donato.dibartolomeo@eui.eu
Deadline	The closing date for applications is: 15/12/2019 at midnight (Florence time)
How to apply	Fill in the on line application form and upload documents as requested