



European  
University  
Institute

ROBERT  
SCHUMAN  
CENTRE FOR  
ADVANCED  
STUDIES

Florence, 10 December 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/50/2019** (please quote in all correspondence)

<b>Department:</b>	Robert Schuman Centre for Advanced Studies
<b>Length of contract and % of full-time:</b>	1 year starting on 16 February 2020, renewable, full-time. This contract is conditional to the availability of funds.
<b>Salary indication:</b>	<p>Approximate net salary 3.000 € per month, plus allowances if applicable.</p> <p>More information about conditions of employment is available <a href="#">here</a>.</p>
<b>Director of project:</b>	Virginie Collombier/Prof. Brigid Laffan
<b>Title of project:</b>	Middle East Directions Programme
<b>Job description:</b>	<p>Middle East Directions is looking for a project assistant for its activities in Libya. The project assistant will be mainly responsible for project management related tasks by:</p> <ul style="list-style-type: none"><li>• Coordinating the daily management of project activities in Libya, Tunisia and, where relevant, the wider MENA region, in close contact with the collaborators based in Libya and under the supervision of the MEDirections project manager;</li><li>• Organizing and supporting the gathering of relevant documentary proof, in line with EUI and donor procedures;</li><li>• Coordination of the preparation of regular financial and narrative reports of the project, under the supervision of the MEDirections project manager;</li><li>• Support in liaising with the donor in terms of deliverables, updated work plan and ad hoc requests;</li><li>• 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;</li></ul>

	<ul style="list-style-type: none"> <li>• Supervising the overall organisational support to the project collaborators in Libya and Florence;</li> <li>• Training and mentoring the Libyan team in project management skills.</li> </ul>
<b>Place of work:</b>	Florence
<b>Qualifications:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Experience working in project management role, preferably in an EU-related international organisation or academia;</li> <li>• Experience monitoring and coordinating the activities of a team in a challenging/conflict environment;</li> <li>• Experience in budget management;</li> <li>• Responsible and conscientious;</li> <li>• Autonomous and highly organized;</li> <li>• Good interpersonal relations and ability to work in a multi-cultural environment;</li> <li>• Very good command of Office Suite (Word, Excel, PowerPoint);</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Professional certificate on Project Cycle Management.</li> </ul>
<b>Languages:</b>	Very good command of English. Fluency in Arabic (spoken and written) is an important added value.
<b>Contact details</b>	For more information contact <a href="mailto:donato.dibartolomeo@eui.eu">donato.dibartolomeo@eui.eu</a>
<b>Deadline</b>	The closing date for applications is: <b>12/01/2020 at midnight (CET)</b>
<b>How to apply</b>	Fill in the <a href="#">online application form</a> and upload documents as requested