



European
University
Institute

ROBERT
SCHUMAN
CENTRE FOR
ADVANCED
STUDIES

Florence, 09/09/2020

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/34/2020 (please quote in all correspondence)

Department:	Robert Schuman Centre for Advanced Studies
Length of contract and % of full-time:	1 November 2020 – 31 October 2021, renewable, full-time. This contract is conditional to the availability of funds.
Salary indication:	<p>Approximate net salary 2.100 € per month, plus allowances if applicable.</p> <p>More information about conditions of employment is available here.</p>
Director of project:	Prof. Agnes Favier/Prof. Brigid Laffan
Title of project:	Middle East Directions Programme
Job description:	<p>The Middle East Directions Programme focuses on conflict dynamics, political economy and socio-political, security and religious transformations in the Middle East. It has a strong Syria component (Wartime and Post-Conflict in Syria), including research activities, regular dialogue between researchers, policymakers and practitioners, and training a network of Syrian researchers.</p> <p>The Project Assistant will work as a graphic designer and communication officer for all activities of the Wartime and Post-Conflict in Syria project. S/he will cover laying out and formatting texts for publication and design graphism and maintaining the website design (both in English and Arabic). S/he will be in charge of disseminating the research outputs and improving the reach of WPCS deliverables through both social and traditional media. S/he will work in close collaboration with the Project Director and the EUI Syrian team.</p>

Place of work:	Florence
Qualifications:	<p>Essential:</p> <ul style="list-style-type: none"> • Extensive experience in graphic design and communication/outreach activities, working in English and Arabic; • Web management; • Ability to work in a team; • Autonomous, organized, sense of initiative. <p>Desirable:</p> <ul style="list-style-type: none"> • Excellent knowledge of context and issues related to Syria and MENA; • Experience in an international academic institution.
Languages:	<ul style="list-style-type: none"> • Excellent command of both English and Arabic (written and spoken) is essential.
Contact details	For more information contact donato.dibartolomeo@eui.eu
Deadline	The closing date for applications is: 4/10/2020 at midnight (Florence time)
How to apply	Fill in the on line application form and upload documents as requested.