



The EUI has an open vacancy for a

Project Assistant in School of Transnational Governance

Florence, 11 February 2022

Reference: V/PA/STG/6/2022

Who we are

The **European University Institute** (EUI) at a glance:

- an **international organisation** set up in 1972;
- a research university focusing exclusively on **postgraduate, doctoral and post-doctoral studies**, and advanced research;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

The EUI **School of Transnational Governance** (STG) trains tomorrow's leaders on the concepts, methods and practices of governance beyond the state. It offers policy leader fellowships, executive training and high-level policy dialogues. The School launched a new Master's programme in transnational governance in 2020.

Employment details

Contract type	Full-time (30/30, 100%)
Length of contract	Starting date to be agreed with the candidate (as soon as possible), 12 months. This contract may be further renewed (several times and conditional to the availability of funds), leading to an extension of the period of service up to a total of 5 years, including the first contract period.
Salary indication and grade	Grade: ASTAC1e step 1 The basic net monthly salary after taxes is approximately 1,989 Euro, plus allowances if applicable. More information about conditions of employment is available here .
Place of work	Florence, Italy

About the project

Project Director(s) Alexander Stubb

Project details School of Transnational Governance

Job description The selected candidate would contribute to the activities related to the EUI role in the European Media and Information Fund (EMIF). In particular:

- Providing general project assistance to the activities of the Fund for which the EUI is responsible;
- Working on the organisation of the project and research calls (preparation, launch and selection), by also liaising with the experts involved;
- Contributing to the background research and coordinating with the selected projects;
- Liaising between the EUI, the Gulbenkian Foundation and the European Digital Media Observatory in providing support for the research and project calls;
- Providing assistance to the fundraising activities for EMIF carried out by the EUI.

Qualifications and experience

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Essential:

- Bachelor degree in social sciences;
- Demonstrated experience in providing project assistance in academic and/or institutional environments;
- Proven work experience in international environments.

Advantage:

- Experience in providing assistance within project selection procedures;
- Knowledge of the European policy and research debate on online disinformation.

Languages

Excellent knowledge of English, both written and spoken (CEFR level: C1 or above)

Knowledge of other languages is an advantage.

How to apply

Deadline The closing date for applications is **28 February 2022** at midnight (Florence time)

Contact details

For more information contact Peter Ivanov, peter.ivanov@eui.eu

How to apply

Fill in the [online application form](#) and upload documents as requested