



The EUI has an open vacancy for a

Project Assistant in the School of Transnational Governance

Florence, 16 November 2023

Reference: **V/PA/STG/27/2023**

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, 40 hours/week)
Length of contract	12 months, start date negotiable 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: ASTAC1b step 1 The basic net monthly salary after taxes is approximately 2,870 Euro, plus allowances if applicable. More information about conditions of employment is available here .

Place of work

Florence, Italy

About the project

Project Directors

STG Director Alexander Stubb and Program Director of European Media and Information Fund (EMIF) Paolo Cesarini

Project details

[European Media and Information Fund](#) (EMIF) is entrusted with an objective of public interest to support fact-checking and media literacy initiatives, as well as fundamental research projects, with a view to addressing the phenomenon of online disinformation in Europe and promoting a more resilient and fact-based digital information ecosystem.

Job description

The Project Assistant will provide organisational and logistical support to the Project Directors of European Media and Information Fund. Main tasks will include:

- Supporting the Project Directors and team in the planning, diversification and implementation of a fundraising strategy for EMIF;
- Researching potential donors and external funding opportunities;
- Building and maintaining relationships with current and prospect donors;
- If required, providing fundraising support to other EUI STG activities related to countering disinformation.

Qualifications and experience

Qualifications and Experience

Essential:

- Master's degree (or equivalent according to EHEA) in social sciences, business or related field;
- Demonstrated stakeholder management skills, excellent networking and interpersonal communication skills acquired through previous experience.

Desirable:

- At least 3 years of demonstrated experience in fundraising activities with proven results of reached targets;
- Previous proven experience in fundraising for philanthropic institutions, media or civil society organisations;
- Previous proven experience in working in international and multicultural environments;
- Demonstrated knowledge of the European policy and research debate on online disinformation.

Languages

Excellent knowledge of English, both spoken and written ([CEFR](#) level: C1 or above). Knowledge of other languages constitutes an advantage.

How to apply

Deadline	The closing date for applications is 08 December 2023 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

Data Protection

The purpose of processing the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure. The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI](#)).

Equal opportunities

The European University Institute applies a policy of equal opportunities, which, in accordance with Article 1d of its Staff Regulations, prohibits discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.