

VACANCY NOTICE V/AD/RSC/38/2020

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list for the post of

HEAD OF THE GAS AREA, Florence School of Regulation (FSR)
(Contract agent post, type 3a, FG IV¹)
within the Robert Schuman Centre for Advanced Studies (RSCAS)

Who We Are

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

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **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.

More on our Institution: <https://www.eui.eu/About>



Our Unit



The [Robert Schuman Centre for Advanced Studies \(RSCAS\)](#) is an inter-disciplinary research centre and an integral part of the European University Institute (EUI). It was established in 1992 to complement the four EUI disciplinary departments (Economics, History and Civilization, Law, Political and Social Sciences) with the vocation of being involved in both basic and policy research, collaborating with other centres of excellence in Europe, providing opportunities for young scholars and promoting dialogue with the world of practice. The goal of the Centre is to maintain an environment and support structure that fosters intellectual curiosity and excellent research. The research agenda of the Centre is currently guided by three major themes: Integration, Governance and Democracy; Regulating Markets and Governing Money; and 21st Century World Politics and Europe.

¹ cf. Annex II

The [Florence School of Regulation \(FSR\)](#) is a centre of excellence for independent research, training and policy dialogue, regarding the regulation of energy and climate, communication and media, transport and water. The FSR carries out multidisciplinary research with the purpose of developing economically, legally, and socially-sound regulation and policy. Its courses are designed to meet the educational needs of professionals at all levels and its policy events bring together the world of academia and practice to offer a vast range of opportunities for open discussion and practice sharing.

Within FSR Energy and Climate, the FSR [Gas Area](#) acts as a platform for debate and for the exchange of best practices between regulators, academics, representatives from EU institutions, industry, and other key market players. It develops applied research, policy events, and training on the most topical gas policy and regulatory issues.

Your Key Responsibilities

Under the supervision of the Director of the Florence School of Regulation (FSR), the Head of the FSR Gas Area will manage with a high level of autonomy all FSR Gas Area activities, including directing the Gas Area training programme, delivering applied research undertaken for European authorities or bodies, representing the FSR Gas Area worldwide and leading its fund-raising activities.

Combining a strong academic record in the field with extensive experience in training and fund-raising, you should have an extensive network of stakeholders in the European gas area and excellent contacts with European regulators. You should have the ability to manage a team of two or more colleagues working as part of the FSR Gas Area in a broader team of up to 30 people working on energy and climate at the Florence School of Regulation.

Level of Expertise:

- Acting as a subject matter expert for the academic component of the FSR Gas Area's activities, including acting as an instructor in training activities;
- Managing all activities of the FSR Gas Area, including directing training activities;
- Delivering applied research undertaken for European authorities or bodies, national regulators and FSR donors.

Policy/ Strategy Making:

- Developing the scientific agenda of the FSR Gas Area, in close cooperation with the Director of the Florence School of Regulation and external advisors;
- Developing and implementing the strategy and structure of the training offer of the FSR Gas Area in line with its educational goals. Supervising the creation of course materials, learning activities and assessments for online education and advising the teaching staff on instructional design best practices;
- Driving the political debate, developing and implementing policy debate offers involving the relevant regulators and stakeholders in the Gas Area.

Representation/communication:

- Representing and promoting the FSR and the Gas Area in particular by actively participating in international scholarly networks and projects;
- Creating, maintaining and developing partnerships with key regulators and stakeholders in the Gas Area;
- Participating in international committees and in ad-hoc working groups as required;
- Defining and implementing FSR communication policies (both internally and externally) across the whole Gas Area;
- Developing and implementing marketing strategies for the FSR Gas Area, in particular for its training activities, in cooperation with the FSR Energy and Climate's Online (Training) Team.

Role in administrative processes:

- Coordinating on a daily basis the academic team of the FSR Gas Area and collaborating with the administrative support team of the FSR;
- Maintaining close collaboration with other units at the Schuman Centre and the EUI to create useful synergies in his/her area of expertise;
- Contributing to the improvement of the administrative processes.

People management:

- Managing and supervising two full-time academic assistants;
- Guiding part-time professors and advisors in the FSR Gas Area.

Level of autonomy/ accountability:

- Ensuring close liaison and collaboration with the academics and external experts, regulators and policy makers involved in the FSR Gas Area activities;
- Reporting to the Director of the Florence School of Regulation
- High level of autonomy, being responsible for the FSR Gas Area and accountable for the work of the academic assistants.

Finance, procurement and budget responsibilities:

- Supporting other administrative support staff of the unit with the financial and procurement processes linked to the activities of the FSR Gas Area;
- Collecting the funding of the area, by attracting donors or winning contracts with public institutions or companies worldwide;
- Contributing to the management of the FSR Gas Area budget, in particular by ensuring the area generates enough income to carry out its activities.



Your Key Competencies

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies specific to the unit and the role include the following:

- Problem Solving
- Creativity & Innovation
- Knowledge Processes & Procedures
- Project & Tasks Management
- Working with others

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on doctoral and post-doctoral studies;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills trainings;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



How To Apply

Applications must be submitted electronically using the **V/AD/RSC/38/2020** online [application form](https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: 05/11/2020 at 24:00 CET

Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.

ELIGIBILITY CRITERIA

On the closing date for online applications, you must fulfil all the following general and specific conditions:

1. General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties.

2. Specific conditions

2.1 Education (Qualifications)

A level of education which corresponds to completed university studies of at least three years attested by a diploma.

2.2. Professional experience²

By the deadline for applications, and in addition to the qualifications required above, you must have at least **five years** of relevant professional experience gained after obtaining the diploma required under 2.1.

2.3 Knowledge of Languages³

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

² Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Completed and remunerated PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

³ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

SELECTION CRITERIA

Essential

- University degree in the Social Sciences and Humanities, as well as communication studies or engineering;
- At least five years of directly relevant work experience in similar positions, preferably in a university or research environment: delivering policy-related applied research, training programmes and policy workshops, as well as managing stakeholder relations;
- In-depth knowledge of the relevant policy field, gained through training or professional experience;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above), and demonstrated ability to communicate effectively both orally and in writing.

Advantageous

- Experience with participating in research projects funded by the European Union (Horizon 2020, Service Tenders, etc.) or national agencies/private companies (in the energy sector);
- Excellent communication, instructor presentation, marketing and stakeholder management skills.