

## VACANCY NOTICE V/AD/RSC-EUI/45/2021

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 of

### **Project Managers**

(Temporary agent posts, type 2a, AST3<sup>1</sup>)  
in the

**Robert Schuman Centre for Advanced Studies (RSCAS),  
Central Coordination Unit (Research Support Area)**  
and other academic and administrative units<sup>2</sup>

### Who We Are

The [European University Institute \(EUI\)](https://www.eui.eu) at a glance:

- an **international organisation** set up in 1972;
- a research university focusing exclusively on **post-graduate, 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 Units

The [Robert Schuman Centre for Advanced Studies \(RSCAS\)](https://www.eui.eu) is an inter-disciplinary research centre at the heart 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 aim to be involved in both basic and policy research, collaborate with other centres of excellence in Europe, provide opportunities for young scholars and promote 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.



<sup>1</sup> Cf. Annex II

<sup>2</sup> The reserve list may be used to fill similar vacant future positions in other units of the European University Institute.

The **Central Coordination Unit (CCU)** is tasked with supporting the President and the Secretary General in the definition and the implementation of the EUI's strategy and development, the operation of strategic and academic governance, and ensures transversal functions and initiatives upon request of the President.

Within the CCU, the **Research Support** team, under the responsibility of the Dean of Research, coordinates, systemises and broadens high-quality research support for EUI faculty and researchers. It brings together different types of expertise to support research activities, from the planning and grant-seeking phase to collaboration across campus, to the reporting and dissemination of research results.

## Your Key Responsibilities

The **Project Manager's** role at the EUI is fundamental to the successful implementation of externally-funded programmes.

The Project Manager has specific expertise in the successful design, implementation and management of externally-funded projects and programmes, supporting the EUI's mission of excellence in doctorate and post-doctorate studies and research.

Reporting to the hierarchical superior, the selected candidate will be in charge of the preparation of applications and the daily management of (mostly externally-funded) research projects, and will contribute to/coordinate the daily financial, budgetary and resources management of the programmes and units.

The main duties may vary from one unit to another, but will likely include the following:

### ***Representation/communication***

- Representing the unit and its externally-funded projects inside and outside the EUI, and liaising with internal and external academic collaborators and stakeholders;
- Liaising and conducting negotiations with external donors and coordinating the flow of information between external donors and project teams: supporting the negotiation phase until the signature of agreements of successful project applications, including the drafting of consortium agreements between the EUI and partners;
- Communicating with donors, project officers and consortium partners during the entire implementation phase of externally-funded projects;
- Supporting the sharing and development of best practice in the management of research at unit level and within the EUI.

### ***Policy/ Strategy Making***

- Providing support in the design and implementation of the strategy of the programmes and units;
- Tracking and identifying potential sources of external funding, and providing advice on funding opportunities to academic staff.

### ***Level of autonomy and accountability***

- Reporting directly to the hierarchical superior;
- Possessing a high level of autonomy in the implementation of assigned tasks;
- Accountable also for the work of others.

### ***Managing People / Role in HR processes***

- Coordinating academic project staff, other administrative staff, contractors and external collaborators, in collaboration with the academic directors of the programmes and units;
- Coordinating the selection procedures of academic trainees, research associates and research fellows for the programme/unit;
- Providing coaching and training on project-management matters to academic staff, trainees and newcomers.

### ***Finance and procurement responsibility***

- Acting as authorising officer by sub-delegation;
- Managing financial and procurement workflows: requesting and verifying commitments, drafting debit notes, participating in e-payment workflow, providing "bon à payer";
- Managing the drafting of contracts and calls for tenders, in collaboration with other administrative staff;
- Acting as point of contact for external debtors and creditors.



### ***Level of Expertise***

- Acting as subject matter specialist: know trends and best practices for the successful design, implementation and management of projects, both as coordinator and partner institution, as well as the landscape of relevant (international) public and donors-funded programmes.

### ***Budget management***

- Monitoring and managing the budget of individual programmes and units, in collaboration with the academic directors and direct manager (including procurement);
- Monitoring the implementation and ensuring the legal and financial compliance of the externally-funded project activities with EUI rules and the rules of the external donor;
- Preparing budget forecasts for the programme/unit directors and for externally funded projects;
- Drafting and contributing to project and annual reports incl. financial reports, contributing to project-related documentation for auditing purposes.

### ***Role in administrative processes***

- Supporting the academic staff with the preparation and timely submission of project applications by providing administrative and technical guidance;
- Taking charge of the daily administrative management of the project, in cooperation with other services of the EUI;
- Taking charge of the secondment and timesheets workflow for external collaborators and internal staff assigned to externally funded projects;
- Internally coordinating and collaborating with other academic units and with administrative services in view of the organisation of a wide range of administrative workflows.

## Your Key Competencies

All staff at the EUI share the following **competencies**:

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



Competencies specific to the **role** include the following:

- Project and task management
- Working with others
- Creativity and innovation
- Budget implementation
- Risk management

## What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and support staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and the commitment to attracting, encouraging and retaining a diverse and highly qualified workforce;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Languages courses and soft skills training opportunities;
- 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-EUI/45/2021** [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: MONDAY 24 JANUARY 2022 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 (minimum requirements)

#### 2.1 Education (Qualifications)

A level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to higher education, and appropriate professional experience of at least three years. This professional experience will be considered part of the educational qualification and will not be taken into account in the required numbers of professional experience under 2.2.

#### 2.2. Professional experience<sup>3</sup>

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

#### 2.3 Knowledge of Languages<sup>4</sup>

- 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.

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<sup>3</sup> 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 PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

<sup>4</sup> Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

## SELECTION CRITERIA

### Essential

- At least three years of proven analytical, conceptual and operational work experience of successful design, implementation and management of projects, both as coordinator and in a partner role;
- Proven specific knowledge of the fundraising field, e.g. funding programmes such as Horizon Europe and other international donors-funded programmes, gained through professional experience;
- Proven experience of project/programme coordination, including resources management and reporting activities;
- Excellent knowledge of English (CEFR level: C1 or above); very good writing skills and ability to present information in a clear and concise manner.

### Advantageous

- University degree in one of the Social Sciences;
- Certificate in project management methodology (e.g. Prince II, IPMA, PMI/PMBOK, ERMA);
- Experience in working as part of a multinational and multidisciplinary team in an international and/or research environment.

Candidates invited to the test and interview phase may also be assessed against the competencies listed under the "***Your key competencies***" section on page 4.