

VACANCY NOTICE V/ AD/STG/2/2021

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

Programme Coordinators
(Temporary Agent posts, type 2a, AST03¹)
in the
School of Transnational Governance (STG)

Who We Are

The **European University Institute (EUI)** 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 Unit



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.

Your Key Responsibilities

The **STG** is looking for three experienced *Programme Coordinators* for its expanding activities:

¹ cf. Annex II

- [European Digital Media Observatory \(EDMO\)](#): You will be responsible for the overall management of the EDMO programme, whilst also performing tasks related to STG academic activities and day-to-day management;
- *Fellowship programmes*: You will coordinate the fellowship programmes, managing increased cohorts of fellows and a large budget, a substantial part of which will be externally funded;
- *Executive training programme*: You will be responsible for the overall management of the STG executive training programme, managing the work, budget and quality of an increased number of executive trainings.

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

Representation/communication:

- Liaising with other EUI services and academic units as well as with the EU institutions, external partners and other relevant stakeholders;
- Being the administrative reference person for the programme;
- Representing the programme director inside and outside the EUI.

Level of Expertise:

- Acting as subject matter specialist for the specific content of the focus area;
- Acting as subject matter specialist: know trends and best practices for the successful design, implementation and management of the programme;
- Acting as reference person for relevant EUI regulations and related administrative guidelines.

Role in administrative processes:

- Taking charge of the daily administrative management of the programme, in cooperation with other services of the EUI, including ensuring the coordination of the activities, budget and team effort;
- Supporting the academic staff of the project with the preparation and timely submission of project applications by providing administrative and technical guidance;
- Internally coordinating and collaborating with other academic units and with administrative services in view of the organisation of a wide range of administrative workflows.

Policy/ Strategy Making:

- Playing an active role in the development of the programme in line with the overall STG strategy;
- Ensuring the implementation of the programme and coordinating its reporting activities;
- Tracking, identifying and reaching out to potential partners, potential sources of funding and customers appropriate for programme development.

Level of autonomy and accountability:

- Working with a high level of autonomy in the implementation of assigned tasks;
- Reporting to the programme director and STG management.

Managing people/role in HR processes:

- Supervising, supporting and coordinating staff assigned to the activities in question;
- Coordinating contractors, external collaborators, project partners and stakeholders.

Finance and procurement:

- Observing and implementing financial and procurement procedures related to the programme, including travels, missions and external providers;
- Managing the following financial processes: adapting templates, preparing invoices for verification, drafting debit notes requesting and verifying commitments, participating in e-payment workflow, providing "bon à payer";
- Providing support in terms of financial administration to STG fellows and/or consortium partners;
- Participating in evaluation committees for tender procedures.

Budget management:

- Implementing, monitoring and managing the related budget;
- Preparing budget forecasts and contributing to reporting and/or annual reports.

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 units may include the following:

- Project and Task Management
- Knowledge - Processes and Procedures
- Team Management
- Problem solving
- Creativity & innovation

Competencies needed for the role include the following:

- Organizational knowledge
- Strategic thinking
- Stakeholder orientation

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 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 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/STG/2/2021** 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: 12/04/2021 at 24:00 CEST

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 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 experience²

By the deadline for applications, and in addition to the qualifications required above, you must have at least **three 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 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;
- At least three years of experience of successful design, implementation and management of educational and training programmes;
- Familiarity with EU funding mechanisms/programmes, and those of private foundations and donors, in the field of policy research and/or higher education;
- Ability to communicate effectively both orally and in writing, and experience of liaising with people at all levels;
- Excellent project/programme coordination skills, including budget management, team effort 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

- Knowledge relevant to at least one of the three programmes, attested by a diploma/certificate;
- Certificate in Project management methodology;
- Experience in working as part of a multinational team in an international environment.