VACANCY NOTICE V/AD/EUI/1/2025

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 posts of

Research Project Manager

and

Programme Coordinator

(Temporary Agent posts, type 2a CEOS, AST 4[1])

in the following units:
Academic units and Administrative Services

The **European University Institute** (EUI) seeks to establish a reserve list to fill future positions of **Research Project Manager** and **Programme Coordinator**
in its academic units and administrative services.

The Research Project Manager and the Programme Coordinator are fundamental to the successful implementation of research and training programmes.

The **Research Project Manager** is in charge of the preparation of applications for and the daily management of externally-funded research projects, and may contribute to or coordinate the daily financial, budgetary and staff management of programmes and units.

The **Programme Coordinator** oversees the coordination and management of programmes, with a special focus on the research and/or training dimension of the assigned unit.

Applicants are encouraged to apply for **either or both** *positions based on their qualifications, experience and interests.*


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

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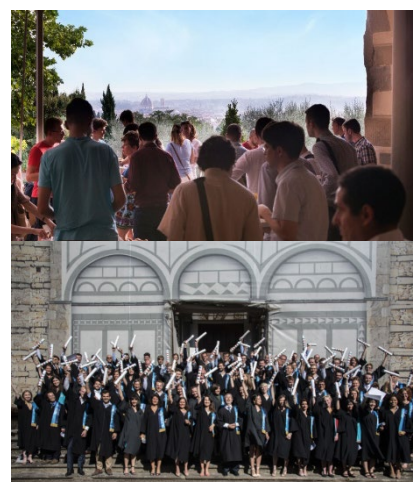
[1] cf. Annex II

Our Units

Research Project Manager and Programme Coordinator positions may arise in any of the EUI's academic units and administrative services, including, but not limited to, the following:

The **Robert Schuman Centre for Advanced Studies (RSCAS)** is an interdisciplinary research centre at the heart of the European University Institute (EUI). It was established in 1993 to complement the four EUI disciplinary departments of Economics, History, Law, and Political and Social Sciences, with the goal of developing cutting-edge academic research and using that research to engage with a wide variety of stakeholders in the public and private sector.
The results of the Centre's research often become policy output in the form of publications and public events, where academics, policy-makers, members of civil society, and representatives of business exchange knowledge and build solutions to face the challenges of our time. In doing so, the Centre provides opportunities for younger scholars and established researchers to participate in a sustained dialogue with the world of practice. This problem-centred research agenda is necessarily thematic and interdisciplinary. It also extends beyond the traditional domain of the four disciplinary departments in ways that connect with other centres of excellence in Europe and globally.

The **Development and External Relations (DEXT) service** provides strategic support to EUI management and stakeholders by aligning institutional goals with broader societal needs. The areas covered by the DEXT service include strategy and development; research support, under the authority of the Provost for Research and External Relations; corporate and private strategic fundraising; external relations and alliances; engagement with the private, corporate and non-profit sectors; and alumni relations. The DEXT service contributes to the relations with Member States and High Council delegation and promotes the visibility of the EUI in the Member States and beyond.

The EUI **Florence 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 Master's programme in transnational governance in 2020 and a Global Executive Master in 2024.

Your Key Responsibilities

Research Project Manager

The **Research Project Manager** has specific expertise in the successful design, implementation and management of externally-funded projects and programmes.

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

The main duties may include the following:

Level of Expertise

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

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 on a daily basis;
- 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 whole implementation phase of externally funded projects.

Policy/Strategy Making

- Providing support to the responsible academic directors in the design and implementation of the strategy of the unit's programmes and centres;
- Tracking and identifying potential sources of external funding appropriate for the unit's programmes and centres and providing advice on funding opportunities to academic staff.

Level of autonomy and accountability

- Reporting directly to the management team of the unit;
- Possessing a high level of autonomy in the implementation of assigned tasks; being accountable also for the work of others.

Role in HR processes

- Supervising academic project staff, supporting and/or coordinating other administrative staff of the projects, contractors and external collaborators, in collaboration with the academic directors of the unit's programmes and centres;
- Coordinating at the level of the unit's programmes and centres the selection procedures of academic trainees, associates and fellows; contributing to the recruitment procedures of other academic staff and fellows;
- Providing coaching and training on project-management matters to academic staff, trainees and newcomers;
- Contributing to the coordination of contractors and external collaborators, in collaboration with the academic director of the assigned programme.

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 the "bon à payer";
- Managing the drafting of contracts and call for tenders, in collaboration with other administrative staff of the unit;
- Acting as a point of contact for external debtors and creditors (individuals, companies, institutions, etc.).

Budget management

- Monitoring and managing the budget of individual programmes and centres of the unit, in collaboration with the academic directors and the Management team (including procurement);
- Monitoring and reporting on the budget 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 responsible academic programme/centre's directors and for externally funded projects;

- Drafting of and contributing to (not only financial) project and annual 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 and with project implementation by providing administrative and technical guidance;
- Taking charge of the daily administrative management of research projects, in cooperation with other services of the EUI, including ensuring the coordination of the activities of the projects, timely submitting project reports, and providing support to consortium partners;
- Taking charge of the secondment and timesheets workflow for external collaborators and internal staff assigned to externally funded projects;
- Coordinating and collaborating internally with other academic units and administrative services in view of the organisation of a wide range of administrative workflows.
- Supporting the sharing and development of best practices in the management of research at unit level and within the EUI.

Programme Coordinator

The **Programme Coordinator** oversees the overall coordination and management of programmes, with a special focus on the research and/or training dimension of the assigned unit.

The main duties may include the following:

Level of Expertise

- Acting as subject matter specialist: knowing trends and best practices for the successful design, implementation, and management of the programme, as well as the landscape of other relevant international programmes elsewhere;
- Acting as subject matter specialist for the content of the relevant programme.

Representation/Communication

- Representing the assigned programme, the unit and the Programme Director inside and outside the EUI;
- Liaising with internal and external academic collaborators and stakeholders on a daily basis;
- Liaising, managing, and conducting negotiations with external donors and other stakeholders and coordinating the flow of information between external donors and the programme team, contributing to the preparation of Memorandums of Understanding;
- Defining the expected output of the outreach and communication strategies for the programme and closely liaising with the Communication Officer of the unit on the related strategies and their implementation;
- Keeping the programme's team informed on all strategic and operational aspects and maintaining timely and effective internal communication;

Policy/Strategy Making

- Providing support to the responsible academic directors in the design of the programme in line with the overall strategies of the unit as a whole;
- Tracking, identifying and reaching out to potential partners, potential sources of funding and customers appropriate for the development of the programme.

Level of autonomy and accountability

- Possessing a high level of autonomy in the implementation of assigned tasks; accountable also for the work of others;
- Reporting directly to the academic director of the assigned programme and to the management team of the unit.

Role in HR processes

- Supervising academic programme staff, supporting and/or coordinating other administrative staff working for the programme;
- Coordinating contractors and external collaborators, in collaboration with the academic director of the assigned programme;
- Contributing at programme level to the recruitment procedures of academic associates and fellows;
- Providing coaching and training on programme matters to academic staff, trainees and newcomers.

Finance and procurement responsibility

- Providing support in terms of financial administration to the research project manager of the assigned programme;
- Participating in evaluation committees for tender procedures related to the programme.

Budget management

- Supporting the research project manager of the assigned programme in the implementation, monitoring and management of the budget of the programme;
- Preparing programme budget forecasts and contributing to reporting and/or annual reports.

Role in administrative processes

- Acting as the programme's focal point to provide effective and timely administrative advice on the programme to the Academic Director;
- Taking charge of the daily coordination of the programme, in cooperation with the other administrative staff assigned to the programme, including ensuring the coordination of the activities, budget and team effort;
- Being responsible for the coordination of possible programme committees (e.g. internal working groups and external advisory committees);
- Supporting the research project manager and academic staff of the programme with the preparation and timely submission of project applications by providing administrative and technical guidance;
- Ensuring the implementation of the programme's administrative processes and coordinating its reporting activities;
- Applying data protection policy in each administrative process and complying with the EUI rules;
- Coordinating and collaborating internally with other academic units and with administrative services in view of the organisation of a wide range of administrative workflows;
- Supporting the sharing and development of best practice in the management of activities at unit level and within the EUI.

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 **role** include the following:

- Project and task management
- Working with others
- Creativity and Innovation
- Knowledge – processes and procedures
- Budget implementation
- Strategic thinking
- Risk management
- Communication and Interpersonal skills

The competencies mentioned above may be assessed at the written test and/or interview stage.

Read more on EUI Competency Framework

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 administrative staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusiveness, 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 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 **AD/EUI/1/2025** online application form available at https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts

CLOSING DATE FOR APPLICATIONS: MONDAY 5th MAY 2025 at 23:59 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 <u>all</u> 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].

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 2.3.

Only diplomas and certificates that have been awarded in EU Member States, or that are the subject of equivalence certificates issued by authorities in the Member States by the deadline for applications, shall be taken into consideration. If your diploma was issued outside the EU, please indicate in your application that you hold an equivalence certificate; otherwise, your application will be deemed ineligible. [3]

2.2. Professional experience[4]

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

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[2] As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants.

[3] If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower level diploma(s). Example: If you have a Bachelor's degree from a university outside the EU, and a Master's degree from an EU university, you don't need NARIC recognition for the Bachelor's degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

[4] 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.

2.3   Knowledge of Languages[5]

- 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.

SELECTION CRITERIA

Applications that fulfil the above eligibility criteria will be assessed against the following requirements:

Essential

1. At least <u>five years</u> of proven analytical, conceptual and operational work experience of successful design, implementation and management of research projects, both as coordinator and partner institution *and/or* of academic, educational and/or training programmes;

2. Proven specific knowledge of the fundraising field, e.g. funding programmes such as Horizon Europe and other international donors-funded programmes including private foundations, *and/or* in the field of policy research and/or executive education, gained through professional experience;

3. Proven experience in project/programme coordination, including budgetary, human resources and stakeholder management, and reporting activities;

4. Excellent oral and written communication skills in English (CEFR level: C1 or above), including proven ability to present information in a clear and concise manner.

Advantageous

5. University degree in one of the Social Sciences or other relevant field;

6. Certification in Project management methodology (e.g. Prince II, IPMA, PMI/PMBOK, ERMA);

7. Proven knowledge, attested by a professional certificate and/or professional experience, relevant to one of the research and training programmes at the EUI;

8. Proven experience 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 "<u>Your key competencies</u>" section on page 6.

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