

Job Vacancy: EPOS ERIC Head of Administrative Unit

Job Position: EPOS ERIC Head of Administrative Unit

Purpose: The Head of Administrative Unit will run the EPOS ERIC administrative activities under the direction of the EPOS ERIC Executive Director

Contract: Full time employment, with 6-month probation period

Service Group: EPOS ERIC Executive Coordination Office - Administrative Unit

Location: EPOS ERIC Headquarters, Via di Vigna Murata n. 605, 00143 Rome (Italy), c/o Istituto Nazionale di Geofisica e Vulcanologia

Working Language: The working languages are English and Italian.

Brief Description of the EPOS

EPOS, the European Plate Observing System, is a long-term plan for the integration of national and transnational research infrastructures for solid Earth science in Europe. EPOS brings together European nations and combines solid Earth science infrastructures and their capital of human expertise, data, and services into one multidisciplinary and integrated system for a better understanding of planet Earth dynamics.

On October the 30th 2018, the European Commission granted the legal status of European Research Infrastructure Consortium (ERIC) to EPOS. The ERIC legal framework provides EPOS with legal personality and capacity recognized in all EU Member States and with the flexibility to adapt to the specific requirements of each infrastructure.

Based in Italy, EPOS ERIC is currently joined by thirteen countries: Belgium, Denmark, France, Greece, Iceland, Italy, the Netherlands, Norway, Poland, Portugal, Slovenia and the United Kingdom, and Switzerland participating as observer.

By linking up hundreds of individual research infrastructures located in the European countries, EPOS ERIC will provide open access to a large pool of integrated data, data products, services and through its Integrated Core Services Central Hub (ICS-C) platform and physical access to facilities.

The EPOS ERIC legal seat is hosted in Italy at the Istituto Nazionale di Geofisica e Vulcanologia (INGV) headquarter. The ICS Central Hub (ICS-C) is hosted in the United Kingdom (BGS) and France (BRGM) with technical operational support from Denmark (GEUS).

For further information: www.epos-eric.eu

Job Mission and Main Responsibilities

EPOS ERIC is looking for a motivated and proficient Head of Administrative Unit who will support the Executive Director in performing the EPOS ERIC financial and administrative activities including the support for finalizing the yearly budget and annual reports.

The Head of Administrative Unit will be concerned with the EPOS ERIC's resources organization and accounting. S/he will be responsible for managing the accounts receivables and payables and will provide support for finalizing the budget and financial reports. S/he will i) monitor and control the inflows and outflows of cash and other assets, ii) elaborate documents for internal and external audits and certifications, including the financial administration and reporting of European projects, iii) manage EPOS ERIC's administrative subcontractors and deploy them as best suited to achieve the mission and objectives of the role, iv) maintain dutifully organized records of all financial activities of EPOS ERIC, v) S/he will be responsible for banking transactions.

In particular, s/he will be responsible for:

- **Accounts Management**
Supervising the reception of moneys relating to the accounts receivables of EPOS ERIC, such as Membership fees, project grants, service payments, etc.; paying the EPOS ERIC's liabilities such as supplier's services, insurance premiums, and other accounts payables; attending to the financial administration needs of EPOS ERIC's projects, such as EU grants.
- **Management of EPOS ERIC Suppliers and Sub-contractors**
As a small structure, EPOS ERIC has a number of administrative tasks performed by external suppliers and subcontractors, such as legal advice and accounting, the Head of the Administrative Unit will manage these subcontractors and ensure that they are deployed in the most efficient manner in support of EPOS ERIC.
- **Procurement and Tendering**
Monitoring and control that the procurement and tendering policies of EPOS ERIC are respected; preparing the procurement documents for interfacing with external suppliers to produce service requests; producing procurement documents, approving procurement requests and cash disbursements and reflecting all the company transactions in a cash-flow statement, regularly reconciled to keep track of the monies.
- **Budgeting**
Assisting the Executive Director in preparing the annual budget, including allocation of human resources time, based on the agreed requirements of the organization.
- **Other administrative responsibilities**
Scheduling and managing meetings and events, organizing business trips.

Essential Skills and Competences

- Minimum five-year experience in an administrative role in both Public and Private Sector under Italian Law;
- Experience in Research Infrastructures or in Public Research Organisations;
- Proven experience in reporting National (Italian) and European projects;
- Ability to deal responsibly with general administrative tasks;
- Command of written and spoken English and Italian;
- Advanced user of office suite, e-mail, internet browsing.

Special Personal Attributes Required for the Position

- Accountable and working transparently, and in close interaction with colleagues;
- Good social skills and ability to function in a small dedicated team;
- Excellent organizational skills;
- Able to produce clear and high-quality output;
- Able to work towards precise objectives under specific time constraints;
- High-standard work ethics;
- Willingness to cover some general administrative tasks to support the team's needs;

- Other key competencies: critical thinking and problem-solving skills, planning and organizing, communication skills, adaptability, team-work, accuracy;
- Good team player with a flexible approach.

Compensation

Competitive salary, commensurate to titles and experience.

Conditions

Full time employment, with 6-month probation period. Overtime may be required to meet project deadlines. National and international travel may be required for the purpose of meeting with project partners, stakeholders, etc.

Application

Prepare your application as one single PDF document, in English, containing a copy of your CV and the name of two references, with a cover letter explaining your interest in this position and how you could contribute. Enclose this document in an email message, with subject: "Application EPOS ERIC Head of Administrative Unit"; addressed to: epos-eric@pec.it

The closing date for applications is midnight on 21st February 2020 at 11:59 pm.



The Executive Director
Massimo Cocco

