

JOB VACANCY

N. 1 Job Positions: **Administrative Assistant**

Employer: European Plate Observing System European Research Infrastructure Consortium (EPOS ERIC)

Affiliation: Executive Coordination Office – Administration Unit

Duration: Fixed-term contract (12 months, with the possibility to renew the contract up to 24 months in total).

Contract: [National Collective Labour Agreement \(CCNL\) for Embassies, Consulates, Legations, Cultural Institutes and International Organizations in Italy](#)

Conditions Full time employment, 36 hours per week. One-month probation period. National and international travel may be required.

Compensation CCNL Level (Area) B2. Salary will be commensurate to titles and experience.

Location: EPOS ERIC, Via di Vigna Murata n. 605, 00143 Rome (Italy)

Working Language: English/Italian

Application start date: 27/09/2022

Application deadline: 28/10/2021 at 23:59 (Rome local time)

IMPORTANT:

Prior the signature of the employment contract, the successful candidate must have an Italian domicile (preferably in the area of the city of Rome), and an Italian Fiscal Code and Tessera Sanitaria.

Info at <https://www.agenziaentrate.gov.it/portale/web/english/nse/individuals/tax-identification-number-for-foreign-citizens>



Brief Description of the EPOS Research Infrastructure

EPOS (European Plate Observing System) is the pan-European research infrastructure that ensures sustainable use and re-use of multidisciplinary solid Earth science data and products that foster state-of-the-art research and innovation. EPOS is committed to establishing and underpinning sustainable and long-term access to solid Earth science data and services, integrating diverse European research infrastructures under a common federated framework.

EPOS ERIC is a key player within the international research infrastructure landscape. It builds on the achievements of several past European projects. It is currently engaging hundreds of diverse research institutions, universities, and organisations from 25 European countries and five international organisations.

EPOS ERIC is the legal entity established by the European Commission on October the 30th, 2018, to coordinate and integrate national and international research infrastructures forming the EPOS Delivery Framework. Based in Rome, Italy, EPOS ERIC is currently constituted of 13 Members: Belgium, Denmark, France, Greece, Iceland, Italy, the Netherlands, Norway, Poland, Portugal, Romania, Slovenia and the United Kingdom, and 1 Observer: Switzerland. The governing body of EPOS ERIC is the General Assembly (GA).

Job Mission and Main Responsibilities

EPOS ERIC is looking for a motivated and proficient Administrative Assistant who will work under the direct supervision of the Chief of the Administration to support the administrative activities related to the ERIC and to European Projects in which EPOS ERIC is a beneficiary.

The Administrative Assistant will be responsible for providing administrative, clerical and secretarial support; to this effect, the employee applies initiative, judgement and discretion.

In particular, s/he will:

- provide operational support to basic accounting practices;
- prepare and verify documentation in compliance with internal policies and guidelines;
- maintain a wide variety of files and records using the informatic tools and procedures in use;
- provide secretarial, administrative and logistics support to the Executive Coordination Office, making travel and mission arrangements for the staff, bodies and collaborators, maintaining travel records and approvals and processing travel expenses following rules;
- process administrative requests/documents (e.g. requisitions, purchase orders, contracts, expenditure authorizations, ...)
- perform and support the acting Chief of the Administration Unit in further tasks and duties.



Education and Experience (under penalty of exclusion)

- A level of education corresponding to a secondary education attested by a diploma gives access to post-secondary education.
- Proven professional experience of at least five (5) years in administration, general office support, or related area, preferably in international organisations/companies.

Professional Experience and Mandatory Qualifications

- Professional experience preparing and finalising notes, composing and typing correspondence and general documents.
- Experience in handling communication at the appropriate level of courtesy with different stakeholders.
- Proficiency in using Microsoft Office and iOS (Word, PowerPoint, Excel).
- Willingness to learn new knowledge and skills, including new information technology tools.
- Placing high importance on ethics, integrity and confidentiality is reflected in their conduct inside and outside the office.
- Preciseness, accuracy and thoroughness in the completion of all work assignments.
- Flexibility to adapt to the needs of the Organization vis-à-vis changing work priorities, methods of work and new assignments within the scope of the job/grade; ability to work under pressure is desirable.
- Capability and suitability to work in a team.

Application

Under penalty of exclusion, prepare your application as one single PDF document containing, in the following order, the following documents:

- i) a cover letter explaining your interest in this position and how you could contribute;
- ii) a signed copy of your Curriculum Vitae using the European Curriculum Vitae Format;
- iii) the name of one (or more) reference person to be possibly contacted by the evaluation committee;
- iv) identity document.

The documentation must be written in English.

Attach the single PDF document in an email message, with the following subjects: "Application Administrative Assistant" addressed to the EPOS ERIC Executive Director at the following e-mail: jobs-calls@epos-eric.eu

By submitting your application, you agree and accept that EPOS ERIC uses your personal data for the purpose of this selection process. EPOS ERIC ensures that all applications will be treated with the strictest confidentiality respecting GDPR rules.

For further information please contact Diana Piras, Chief of the Administration Unit diana.piras@epos-eric.eu

