

## **JOB VACANCY NOTICE**

**N. 2 Job positions:**

- Profile a) N. 1 Chief of the Communication Unit**
- Profile b) N. 1 Communication Assistant**

### **IMPORTANT**

**Candidates can only apply to ONE of the two available positions**

**The updated deadline to submit candidature is  
8 January 2023 at 23:59 (Rome local time)**



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## Introduction

EPOS (European Plate Observing System [www.epos-eric.eu](http://www.epos-eric.eu)) is the pan-European research infrastructure that ensures the sustainable use and re-use of multidisciplinary solid Earth science data and products, fostering 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 the legal entity established by the European Commission on October the 30<sup>th</sup>, 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 15 Members: Austria, Belgium, Denmark, France, Greece, Iceland, Italy, the Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Sweden, the United Kingdom, and 2 Observers: Switzerland and Germany.



## Profile A) Chief of the Communication Unit

<b>Employer</b>	European Plate Observing System European Research Infrastructure Consortium (EPOS ERIC)
<b>Affiliation</b>	Executive Coordination Office – Communication Unit
<b>Duration</b>	Fixed-term contract (12 months, with the possibility to renew the contract up to 24 months in total).
<b>Contract</b>	<a href="#">National Collective Labour Agreement (CCNL) for Embassies, Consulates, Legations, Cultural Institutes and International Organizations in Italy</a>
<b>Conditions</b>	Full-time employment, 36 hours per week. One-month probation period. National and international travel may be required.
<b>Compensation</b>	CCNL Level (Area) A1. Salary will be commensurate to titles and experience.
<b>Location</b>	EPOS ERIC, Via di Vigna Murata n. 605, 00143 Rome (Italy)
<b>Working Language</b>	English/Italian
<b>Application start date</b>	Monday, 28 November 2022
<b>Application deadline</b>	Sunday, 18 December 2022 at 23:59 (Rome local time) <b>UPDATED DEADLINE: Sunday 8 January 2023 at 23:56 (Rome local time)</b>

### IMPORTANT

The successful candidate, before the signature of the employment contract, 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>



## Job Description

### *Profile*

EPOS ERIC is looking for a motivated and proficient Chief of the Communication Unit who will act under the supervision of the Executive Director and will be responsible for ensuring the impact of the communication activities coordinated by EPOS ERIC.

The Chief of the Communication Unit is responsible for coordinating the activities for implementing and adopting EPOS ERIC Communication Plan. The Chief of the Communication Unit develops and implements EPOS's internal and external communication activities by contributing to developing the communication strategy, taking the lead on the website content and social media channels, and editing official documents.

To achieve this, the Communication Unit Chief is responsible for professionally handling various communication tools, such as EPOS's internet and intranet sites, social media, press releases and press conferences. The Communication Unit chief formulates and implements public relations strategies, selects, and manages communications with external agencies, and develops media strategies and other non-campaign activities. The Chief of the Communication Unit oversees providing strategic inputs and directions for the EPOS Research Infrastructure; developing style guides, templates, and other materials; developing non-campaign brands while keeping the company's vision, mission, and objectives in mind; and advising internal and external stakeholders on issues relevant to the EPOS Research Infrastructure.

The Chief of the Communication Unit will also interact with beneficiaries of projects funded by the European Union (EPOS SP, ERIC FORUM, Geo-Inquire, DT-Geo, Skill4EOSC and GREAT) and experts from national and international initiatives to ensure the promotion of project results and joint enterprises.

### *Tasks*

The tasks of the Chief of the Communication Unit must be performed in synergy with the personnel of the EPOS ERIC Executive Coordination Office and include, among others, the followings:

- implement the EPOS ERIC Communication Plan, identify targets and define the related actions and resources in line with the EPOS ERIC strategies and the Executive Director's directives;
- identify the most appropriate communication tools and methods to achieve the targets;
- analyse and evaluate the communication actions and their impact;
- filter and convey the flow of information from EPOS to the media;
- design and manage, with appropriate internal and external collaborations, the institutional website and social media taking the lead on the content and editing official documents;
- organise activities and prepare content for publication;
- manage social media activities;
- support all the initiatives and projects and manages the promotional aspects in collaboration with the Project Managers of the EPOS ERIC Management and Operation Unit
- support the internal communication with the EPOS Boards in collaboration with the EPOS ERIC Governance and Management Liaison;
- support all initiatives, including publications, in collaboration with the Chief of the EPOS ERIC IT Unit;
- support the logistics of national and international events, conferences, and meetings in cooperation with the EPOS ERIC Administrative Unit;
- manage marketing materials, including brochures and premiums;
- runs promotions abroad, either on social media or at physical locations;
- harmonises EPOS's communication within the EPOS Community concerning high-impact events.



## Eligibility, qualification and experience required.

### *Eligibility criteria*

At the closing date of applications, candidates must:

- be a national of a member state of the European Union;
- have the appropriate character references for suitability for the duties' performance.

### *Education and Experience (under penalty of exclusion)*

- Advanced University degree, preferably in communications, journalism, public relations, international relations, or a related field (or relevant discipline).
- Professional experience of at least five (5) in a similar position in communication.

### *Professional Experience and Mandatory Qualifications*

- Excellent computer skills (MS Word, Excel and PowerPoint essential).
- Experience working with multimedia tools (i.e., broadcast and video or radio technology, social media).
- Excellent written and communications skills, with high proficiency in content writing and the ability to write to a high standard.
- Excellent command, written, and oral comprehension of English.

## Compensation and conditions

Salary will be commensurate to titles and experience, as the [National Collective Labour Agreement \(CCNL\) for Embassies, Consulates, Legations, Cultural Institutes and International Organizations in Italy](#), area A level 1. Fixed-term contract (12 months, with the possibility to renew the contract up to 24 months in total). Full-time employment, with one months-probation period. Overtime may be required to meet project deadlines. National and international travel may be necessary for the purpose of meeting with project partners, stakeholders, etc.

## Application

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

- Motivation letter explaining your interest in this position and how you could contribute to EPOS.**
- Signed copy of your Curriculum Vitae using the Europass Format ([download the format here](#)).**
- Name and email address of one (or more) reference person to be possibly contacted by the evaluation committee.**
- Copy of a valid identity document.**

**ALL DOCUMENTS IN THE FORM DESCRIBED ABOVE ARE MANDATORY**

**Attach the single PDF document in an email message with the following subjects:**

**"EPOS ERIC Communication PROFILE A" addressed to the Executive Director at the following e-mail:  
[jobs-calls@epos-eric.eu](mailto:jobs-calls@epos-eric.eu)**



### **Assessment of eligible applications**

The information provided in the applications of the successful candidates will be checked against the supporting documents to confirm their accuracy and eligibility. If at any stage in the procedure, it is discovered that the information given in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

Candidates will also be disqualified if they:

- Do not meet all eligibility criteria.
- Do not provide all the required supporting documents to substantiate the facts and statements in their applications.

The Executive Director will analyse the motivation letters and the eligible applicants' CVs regarding the elements indicated in this notice. Upon completion of the assessment of eligible applications, the most suitable candidates will be invited for an interview.

### **Equal opportunities**

The EPOS ERIC applies a policy of equal opportunities and non-discrimination under the Statutes.

### **Protection of Personal Data**

Protection of personal data The BEREC Office will ensure that candidates' data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons.

### **Requests for information**

Applicants who would like further information or consider that they have grounds for a complaint concerning a particular decision may, at any point in the selection procedure, email a request for additional information and clarifications to Diana Piras, Chief of the Administration Unit ([diana.piras@epos-eric.eu](mailto:diana.piras@epos-eric.eu)).



## Profile B): Communication Assistant

<b>Employer</b>	European Plate Observing System - European Research Infrastructure Consortium
<b>Duration</b>	Fixed-term contract (12 months, with the possibility to renew the contract up to 24 months in total)
<b>Contract</b>	CCNL Ambasciate, Consolati, Legazioni, Istituti culturali ed Organismi internazionali in Italia. Area: B1.
<b>Condition</b>	Full-time employment, 36 hours per week. One-month probation period.
<b>Compensation</b>	CCNL Level (Area) B1. Salary will be commensurate to titles and experience.
<b>Location</b>	EPOS ERIC Headquarters, Via di Vigna Murata n. 605, 00143 Rome (Italy) at Istituto Nazionale di Geofisica e Vulcanologia
<b>Working Language</b>	English
<b>Application start date</b>	Monday, 28 November 2022
<b>Application deadline</b>	Sunday, 18 December 2022 at 23:59 (Rome local time)

**UPDATED DEADLINE: Sunday 8 January 2023 at 23:56 (Rome local time)**

## IMPORTANT

The successful candidate, before the signature of the employment contract, 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>





## **Job Description**

### *Profile*

EPOS ERIC is looking for a motivated and proficient Communication Assistant who will act under the supervision of the Chief of the Communication Unit. The Communication Assistant supports the Communication Unit in developing dissemination and communication activities and all related operations to implement EPOS Research Infrastructure's internal and external communication strategies. He/she must have the skills necessary to perform the required tasks. National and international travel may be required.

### *Tasks*

The tasks of the Communication Assistant will include, among others, the following:

- provide overall support to the communications activities of EPOS;
- assist in drafting and implementing EPOS communications strategies and plans (external or internal);
- organise communications and stakeholders' events, meetings, interviews, press events or other events related to the activity;
- assist in the preparation of publications with the delivery of digital or other promotional materials or publications; draft information items (website news, press releases, newsletters, social media posts, publications, internal information, etc.) and update the content of the website and other online external or internal communications tools or applications;
- verify the delivery of the goods and services necessary for the activity and prepare technical specifications for the procurement procedures linked to communication activities;
- participate in the evaluation of the impact of the communication strategies, plans and tools in place;
- perform tasks in line with the rules on data protection, intellectual property rights and access to documents, drafting, revising, and preparing various documents for publication.

## **Eligibility, qualification and experience required.**

### *Eligibility criteria*

At the closing date of applications, candidates must:

- be a national of a member state of the European Union;
- have the appropriate character references for suitability for the duties' performance.

### *Education and Experience (under penalty of exclusion)*

- Bachelor's degree, preferably in Communications, Digital Communication and social media, Public Relations, International relations or a related field (or relevant discipline).
- Minimum three years of work experience in communication, public relations, social media, and web management.
- Excellent computer skills (MS Word, Excel and PowerPoint essential).
- Excellent written and communications skills.
- Excellent command, written, and oral comprehension of English.



### *Professional Experience and Mandatory Qualifications*

- Excellent computer skills (MS Word, Excel and PowerPoint essential).
- Experience working with multimedia tools (i.e. broadcast and video or radio technology, social media).
- Excellent written and communications skills, with high proficiency in content writing and the ability to write to a high standard.
- Excellent command, written, and oral comprehension of English.

### **Compensation and conditions**

Salary will be commensurate to titles and experience, as the [National Collective Labour Agreement \(CCNL\) for Embassies, Consulates, Legations, Cultural Institutes and International Organizations in Italy](#), area B level 1. Fixed-term contract (12 months, with the possibility to renew the contract up to 24 months in total). Full-time employment, with one months-probation period. Overtime may be required to meet project deadlines. National and international travel may be necessary for the purpose of meeting with project partners, stakeholders, etc.

### **Application**

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

- i) Motivation letter explaining your interest in this position and how you could contribute to EPOS.**
- ii) Signed copy of your Curriculum Vitae using the Europass Format ([download the format here](#)).**
- iii) Name and email address of one (or more) reference person to be possibly contacted by the evaluation committee.**
- iv) Copy of a valid identity document.**

**ALL DOCUMENTS IN THE FORM DESCRIBED ABOVE ARE MANDATORY**

**Attach the single PDF document in an email message with the following subjects:**

**“EPOS ERIC Communication PROFILE B” addressed to the Executive Director at the following e-mail:**  
[jobs-calls@epos-eric.eu](mailto:jobs-calls@epos-eric.eu)



### **Assessment of eligible applications**

The information provided in the applications of the successful candidates will be checked against the supporting documents to confirm their accuracy and eligibility. If at any stage in the procedure, it is discovered that the information given in an application has been knowingly falsified, the candidate will be disqualified from the selection process. Candidates will also be disqualified if they:

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