

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).
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:	12/01/2023
Application deadline:	31/01/2023 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 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 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 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.

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 provide administrative 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 authorisations, ...)
- perform and support the acting Chief of the Administration Unit in further tasks and duties.

Education and Experience (under penalty of exclusion)

- A level corresponding to a secondary education attested by a diploma gives access to post-secondary education.
- Proven professional experience of at least five (3) 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.
- Ethics, integrity and confidentiality are essential 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, work methods 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

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

