

Job Vacancy

Job position	N. 1 EU Project Specialist
Employer	European Plate Observing System European Research Infrastructure Consortium (EPOS ERIC)
Affiliation	Executive Coordination Office
Duration	Fixed-term contract (12 months, with the possibility of renewing 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) B1. The salary will be commensurate with the titles and experience. Gross Annual Retribution (RAL) appraisal: EUR 37,000-41,000.
Benefits	Luncheon Voucher Competitive travel allowance Continuing education and professional development plans Flexible hours and hybrid work schedule for a better life-work balance.
Location	EPOS ERIC, Via di Vigna Murata n. 605, 00143 Rome (Italy)
Working Language	English mandatory, Italian highly valued
Application start date	03/05/2024
Application deadline	26/05/2024 at 23:59 (Rome local time)

IMPORTANT

Before signing the employment contract, the successful candidate must have an Italian domicile (preferably in Rome or around the city of Rome), an Italian Fiscal Code, and Tessera Sanitaria. Info at <https://www.agenziaentrate.gov.it/portale/web/eng>



Brief Description of the EPOS Research Infrastructure

EPOS (European Plate Observing System, www.epos-eu.org/) is the pan-European research infrastructure dedicated to integrating data, services and facilities of the solid Earth science research communities in Europe. Its mission is to ensure 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 to coordinate and integrate national and international research infrastructures, forming the EPOS Delivery Framework. Based in Rome, Italy, EPOS ERIC comprises 19 Members: Austria, Belgium, Bulgaria, Croatia, Denmark, France, Greece, Iceland, Italy, the Netherlands, Norway, Poland, Portugal, Romania, Slovenia, Spain, Sweden, Switzerland, and the United Kingdom, and 1 Observer: Germany. The governing body of EPOS ERIC is the General Assembly.

Our activity is constantly evolving, like our infrastructure! The emergence of new needs allows us to update, grow professionally, and learn new skills continuously. You will find a challenging and varied job at EPOS and join a large and diverse network of people from Europe and beyond.

EPOS cares about inclusiveness!

Diversity is an invaluable asset to EPOS. Fostering a diverse, equitable, and inclusive workplace is, therefore, our priority. We wholeheartedly encourage applications from individuals representing diverse ethnicities, cultural and religious backgrounds, genders, sexual orientations, and career stages for all our job and internship opportunities.

Job Mission and Main Responsibilities

EPOS ERIC seeks a motivated EU Project Specialist to contribute to managing EU-funded projects, for which EPOS ERIC is a coordinator and partner.

The EU Project Specialist will report to the EPOS ERIC Management and Operation Unit and Administration Unit Chiefs.

In particular, they will contribute to the activities as follows:

Management and Operation Unit:

- Provide daily support to the project's management, including drafting agendas, notes, minutes, correspondence, and follow-up.
- Support the project monitoring and tracking of activities, including Deliverables, Milestones, and reports; compile and review project metrics and flag significant deviations.
- Work closely with the project managers and the Management and Operation Unit to identify and resolve issues related to the project.
- Develop and maintain project-related databases and reports and perform relevant administrative tasks, including filing, archiving, updating contact databases and collaboration tools, etc.



Administration Unit:

- Support the administrative and financial activities related to the budget implementation, follow up, monitoring, reporting, payments and offering guidance to project partners on correct reporting;
- Support the procurement procedures such as completing tender documents based on templates and evaluating the best offer;
- Support the organization of both on desk and in person meetings, workshops and events;
- Support the elaboration of travel reimbursement also collecting data and documents, in line with the usual accounting practice of EPOS ERIC;
- Handling correspondence and general secretariat activities.

Eligibility Criteria

At the closing date of applications, candidates must:

- Be a national of a member state of the European Union or, a non-eu citizen with a valid Italian Residency Permit
- Have the appropriate character references for suitability for the duties' performance.

Mandatory Qualifications and Professional Experience

- Bachelor's degree.
- At least three years of experience in managing EU-funded projects.
- Excellent command of spoken and written English.

Professional Experience, Qualifications and Skills

- Knowledge of EU Framework Programmes for Research and Innovation
- Experience in drafting and finalizing documents, technical and financial reports, and project deliverables.
- Excellent written and verbal communication skills in English.
- Strong organizational skills and attention to detail, aptitude for problem-solving and multitasking;
- Good communication skills and propensity for teamwork.
- Ability to work independently, taking ownership of assigned tasks, and approaching them with a solution-oriented mindset.

Soft skills

- Good interpersonal skills and aptitude for teamwork.
- Strong goal orientation and ability to work under deadlines.
- Curiosity and openness to continuous learning.
- Interest in digital infrastructures, data science and research in general.
- An aptitude to work in an international context.

While not mandatory to apply, the following are welcome and may be an asset:

- Fluency in Italian or other languages of the European Union.
- Previous professional experience with research infrastructures, digital infrastructures, or Earth Sciences research organizations.



How to apply

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

- i) A motivation letter explaining your interest in this position and how you could contribute to EPOS.
- ii) A signed copy of your [CV using the European Curriculum Vitae Format](#).
- iii) Names of two references the evaluation committee may contact.
- iv) Identity document.

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

IMPORTANT: By submitting your application, you agree and accept that EPOS ERIC will use your data for this selection process. EPOS ERIC ensures that all applications will be treated with the strictest confidentiality.

If you require further information or clarification, please email Diana Piras, Chief of the Administration Unit, at diana.piras@epos-eric.eu.

