

Job Vacancy

Job position	N. 1 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 of renewal).
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. The salary will be commensurate with the titles and experience. The Gross Annual Retribution (RAL) appraisal is EUR 35,000-42,000.
Benefits	Luncheon Voucher per workday 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	Italian/English mandatory
Application start date	13/12/2024
Application deadline	19/01/2025 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, like our infrastructure, is constantly evolving. The emergence of new needs allows us to update continuously, grow professionally, and learn new skills. At EPOS, you will find a challenging and varied job 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 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 Administrative Assistant to contribute to the operation of the research Infrastructure.

The Administrative Assistant will report to the EPOS ERIC Administration Unit Chiefs.

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

- provide operational support to basic accounting practices;
- provide operational support to the European projects and Agreements reporting;
- process administrative requests/documents (e.g. requisitions, purchase orders, contracts, expenditure authorisations)
- 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 and support the optimisation of the workflow;
- perform secretarial duties;
- support the acting Chief of the Administration Unit in further tasks and duties.

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.

Mandatory Qualifications and Professional Experience

- A level corresponding to a secondary education attested by a diploma that gives access to post-secondary education ("diploma di scuola secondaria superiore" or equivalent title) .
- Proven professional experience of at least three (3) years in administration, general office support, or related areas, preferably in international organisations/companies.
- Good command of spoken and written English.

Professional Experience, Qualifications and Skills

Proven experience in the following activities is required:

- Provision of operational support to basic accounting practices;
- Provision of operational support to the European projects and Agreements reporting;
- Processing of administrative requests/documents (e.g. requisitions, purchase orders, contracts, expenditure authorisations);
- Preparing and checking documentation in compliance with internal policies and guidelines;
- Maintaining a wide variety of files and records using the informatic tools and procedures in use and support the optimisation of the workflow;
- Proficiency in using Microsoft Office and iOS (Word, PowerPoint, Excel);
- Performing secretarial duties;

Soft skills

- Good communication and interpersonal skills and aptitude for teamwork.
- Strong goal orientation and ability to work under deadlines.
- Preciseness, accuracy and thoroughness in the completion of all work assignments.
- Strong organisational skills and attention to detail, aptitude for problem-solving and multitasking
- Ability to work independently, taking ownership of assigned tasks, and approaching them with a solution-oriented mindset.
- 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.
- Curiosity and openness to continuous learning.
- An aptitude to work in an international context.
- Ethics, integrity and confidentiality are essential in their conduct inside and outside the office.
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While not mandatory to apply, the following are welcome and may be an asset:

- Fluency in Italian or other languages of the European Union.



How to apply

Under penalty of exclusion, prepare your application in the 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: Administrative Assistant" 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.

