Job Vacancy

2 Job positions:

Profile a) N. 1 Senior Project Manager
Profile b) N. 1 Governance and Operational Liaison

IMPORTANT: Each candidate can only apply to one of the two available positions.

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

Affiliation: Executive Coordination Office. Management and Operation Unit

Duration: Permanent position. Full time employment.

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

Working Language: English

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

Compensation CCNL Level (Area)1. Salary will be commensurate to titles and experience.

Conditions Full time employment, with 1-month probation period. National and international travel may be required.

Application start date: 13/05/2021

Application deadline: 04/06/2021 at 11:59 pm (Rome local time)
Brief Description of the EPOS Research Infrastructure

EPOS (European Plate Observing System) is the pan-European research infrastructure aimed at ensuring 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 by 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).

EPOS ERIC is an important player within the international research infrastructure landscape. It builds on the achievements of past European projects that have engaged more than 138 diverse research institutions, universities, and organizations from 25 European countries as well as 5 international organizations.
Profile a) N. 1 Senior Project Manager

Job Mission and Main Responsibilities

EPOS ERIC is looking for a motivated and proficient Senior Project Manager who will act under the direction of the Executive Director. The Senior Project Manager performs activities related to the management and operation of the EPOS Research Infrastructure. In particular, s/he will be responsible for:

- management of EPOS ERIC participation to projects and initiatives and of the coordination and harmonization of the related planned activities;
- reporting to the funding bodies;
- management of EPOS ERIC activity plans;
- monitoring and coordination of activities performed within the EPOS Delivery Framework under the guidance of the Scientific and Capacity Building Officers;
- monitoring and coordination of the reporting from TCS and ICS in synergy with the Administrative Unit and under the guidance of the Scientific and Capacity Building Officers;
- contributing in elaborating Collaboration Agreements between EPOS ERIC and the EPOS Service Providers;
- contributing in elaborating activity reports, to assess the scientific impact of undertaken activities and to manage the risks following the EPOS ERIC Risk Management Policy.
- ensuring internal communication within the EPOS Delivery Framework.

Mandatory Qualifications and Professional Experience (under penalty of exclusion)

- Master Degree;
- solid background (at least 10 years) in EU Framework Programs for Research and Innovation;
- five years of experience leading large European/international projects, with particular reference to the ICT and Research Infrastructure field with proven experience in international and stakeholder networking;
- knowledge of the solid Earth science policy landscape in Europe;
- documented experience in the management and operation activities in solid Earth science Institutions and European Research Infrastructures;
- experience in implementing strategic and legal documents between organizations from different Countries;
- good IT skills, especially MS Office Suite;
- working knowledge of English.
Profile b) N. 1 Governance and Operational Liaison

Job Mission and Main Responsibilities

EPOS ERIC is looking for a motivated and proficient person who will act as Governance and Operational Liaison. S/he will ensure professional assistance to the Executive Director in order to guarantee proper communication within and between all the EPOS ERIC Governance Bodies and External Advisory Boards.

In particular, s/he will be responsible to:

- ensure and support internal communication between the Executive Coordination Office (ECO) and the EPOS ERIC Governance Bodies and External Advisory Boards;
- monitor correspondence within and between all the EPOS ERIC Governance Bodies and External Advisory Boards;
- assist the Chairperson of the EPOS ERIC General Assembly in ensuring high quality organization of the General Assembly meetings, including collection of documents and resolutions and elaboration of minutes;
- assist the Chairpersons of other EPOS ERIC Governance Bodies and External Advisory Boards in ensuring high quality organization of the meetings, including collection of documents and resolutions and elaboration of minutes;
- streamline, collect and analyze information, to report and to contribute to design governance and operational functions, plans and activities;
- perform other related duties as required.

Mandatory Qualifications and Professional Experience (under penalty of exclusion)

- Master Degree;
- at least three years (36 month) of previous work experience in management and operation activities in large European/international Research Infrastructures for Earth science;
- documented experience in implementing policies and strategies between organizations from different Countries;
- documented experience in writing scientific contents;
- documented experience in organization of national and international meeting, event and conferences in scientific fields;
- excellent IT skills, especially MS Office Suite;
- working knowledge of English.
Application

IMPORTANT: Each candidate can only apply to one of the two available positions.

Under penalty of exclusion, prepare your application as one single PDF document containing, in the following order: i) a cover letter explaining your interest in this position and how you could contribute, ii) a signed copy of your CV using the European Curriculum Vitae Format, iii) the name of two references to be possibly contacted by the evaluation committee; vi) identity document.

Document must be written in English.

Attach the single PDF document in an email message, with one of the following subjects: "Application Senior Project Manager" or “Application Governance and Operational Liaison” addressed to the EPOS ERIC Executive Director at the following e-mail: administration@epos-eric.eu.

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

For information e-mail to Diana Piras, Chief of the Administration Unit diana.piras@epos-eric.eu