



The EUI has an open vacancy for a

Project Assistant in the

Robert Schuman Centre for Advanced Studies

Florence, 04 December 2023

Reference: V/PA/RSC/60/2023

Who we are

The **European University Institute** (EUI) at a glance:

- an **international organisation** set up in 1972;
- a research university focusing exclusively on **postgraduate, doctoral and post-doctoral studies**, and advanced research;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

The [Robert Schuman Centre for Advanced Studies](#) (RSCAS) is an inter-disciplinary research centre at the heart of the European University Institute (EUI). It was established in 1992 to complement the four EUI disciplinary departments (Economics, History and Civilization, Law, Political and Social Sciences) with the aim to be involved in both basic and policy research, collaborate with other centres of excellence in Europe, provide opportunities for young scholars and promote dialogue with the world of practice. The Centre's goal is to maintain an environment and support structure that fosters intellectual curiosity and excellent research. The research agenda of the Centre is currently guided by three major themes: Integration, Governance and Democracy; Regulating Markets and Governing Money; and 21st Century World Politics and Europe.

Employment details

Contract type	Full-time (30/30, 40 hours/week)
Length of contract	2 years, start date as soon as possible. This contract may be further renewed (several times and conditional to the availability of funds), leading to an extension of the period of service up to a total of 5 years, including the first contract period.
Salary indication and grade	Grade: ASTAC1b step 1 The basic net monthly salary after taxes is approximately 2.870 Euro, plus

allowances if applicable.

More information about conditions of employment is available [here](#).

Place of work

Frankfurt, Germany

About the project

Project Director

Prof. Thorsten Beck

Project details

The [Florence School of Banking and Finance](#) is a key point of reference for training and debate on banking and finance policy at the European level. Since its establishment in 2016, more than 17.000 people from over 75 countries have participated in over 200 training and debate activities of the School. The banking and financial professionals involved in the School's activities include members of European and non-European central banks, national supervisory and control authorities, European institutions, academia and the private sector, including numerous high profile figures.

Job description

The Project Assistant will support the activities of the Florence School of Banking and Finance (FBF) in the framework of the collaboration with the European Central Bank in Frankfurt, liaising with the local partner and acting as a point of reference for all the onsite activities in Frankfurt.

Main tasks include:

- Acting as the FBF contact point for the European Central Bank, liaising with the partners, as well as with local providers and stakeholders;
- Acting as reference person in the organisation, follow-up, and logistical support to the executive training courses and other high-level events organised in Frankfurt, including: venue preparation, collection and upload of slides and presentations, organization of catering, social activities, and local transportation, check of equipment, distribution of marketing materials, and management of security issues;
- Handling proactively any arising issues and troubleshoot before and on the event day;
- Supporting the FBF team in fulfilling all EUI administrative procedures in compliance with rules and regulations in force in Germany and particularly within the European Central Bank when organizing activities;
- Providing regular feedback and periodic reports on the activities organised;
- Facilitating workflows between FBF and local partners/service providers.

Qualifications and experience

Qualifications and Experience

Essential:

- Master's degree in Social Sciences, Economics or in a related field;
- A minimum of 3 years of proven working experience in organization of events and/or in administrative support tasks;
- Proven knowledge of project management tasks acquired through previous experience;

- Demonstrated communication skills acquired through previous experience;
- Thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook);
- Demonstrated experience in an international and multidisciplinary environment;
- Proven excellent level of written and spoken English (CEFR level: C1 and above).

Desirable:

- Demonstrated knowledge of the institutional functioning of the European Central Bank;
- Proven knowledge of the German language.

Languages

Excellent knowledge of English, both spoken and written ([CEFR](#) level: C1 or above). Knowledge of other languages constitutes an advantage.

How to apply

Deadline	The closing date for applications is 07 January 2024 at midnight (Florence time)
Contact details	For more information contact Donato Di Bartolomeo, (donato.dibartolomeo@eui.eu)
How to apply	Fill in the online application form and upload documents as requested

Data Protection

The purpose of processing the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure. The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI](#)).

Equal opportunities

The European University Institute applies a policy of equal opportunities, which, in accordance with Article 1d of its Staff Regulations, prohibits discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.