

Administrative Assistant

Vacancy details

Call for position for a part-time Administrative and Accounting Assistant of the EMSO ERIC (European Multidisciplinary Seafloor and water column Observatory - European Research Infrastructure Consortium).

The European Multidisciplinary Seafloor and water column Observatory (EMSO) is a Research Infrastructure at fixed-point monitoring nodes connecting European marine research facilities: from the North Atlantic, to the Mediterranean and the Black Sea. From January 2021 It will comprise 12 (twelve) ocean facilities including 3 (three) shallow water test sites (see www.emso.eu for details).

EMSO is a European Institution set up as an ERIC (European Research Infrastructure Consortium) by decision of the European Commission (September 29, 2016). Its Members are currently States from the European Union although it is open to other external members. Additional information is available on EMSO ERIC website: www.emso.eu

- A. Application deadline: December 28th 2020
- B. Expected Start date: January 2nd 2021,
- C. Type of contract: fixed-term employment contract according to Italian Laws.
- D. Duration: 12 months, with possibility to renew the assignment for additional 12 months with the agreement of both parties, under the same conditions, 45 days before the deadline of December 31st 2021.
- E. Required effort: 1 day/ week
- F. Max Gross remuneration: 9,000.00 Euro

Missions allowances authorized travel expenses and travel subsistence cost are to be reimbursed by EMSO ERIC.

Employer: EMSO ERIC.

Location: EMSO ERIC Head Office in Rome – Italy, following the Italian Government Covid-19 smart working regulations.

Responsible to: EMSO ERIC Director General, and EMSO ERIC Financial Officer

Summary:

G. EMSO ERIC is launching a Vacancy Call for a position of Administrative Assistant, who will be a support for the administrative and accounting department. She/ He will support the:

- Collection of administrative documents
- Elaboration of financial and accounting documents
- Recording of expenses, collecting and checking invoice receipts
- General accounting and DB management

Required qualifications & competencies:

- Relevant professional experience in carrying out the activities listed above sub G)
- Written and spoken English and Italian. Proficiency in an additional major European language constitutes an advantage.
- Applicants must declare to have a clean criminal record.
- Applicants must be willing and ready to travel throughout Italy and abroad.
- Ability to work under pressure and handle multiple problems simultaneously

Desirable attributes:

- Previous experience in a European R&D projects reporting and in ERIC Research Infrastructures
- Position are encouraged from citizens of the European Union and Associated Countries.



Working conditions:

- The main place of work will be the EMSO ERIC Headquarters in Rome, Italy;
- Duties may entail travel within and outside Europe;
- Occasional work and travel on weekends and holidays may be required even on-line, holidays and after hours may be required;

Selection Procedure:

- Applications should be submitted by e-mail to recruitment@emso-eu.org, to the Director General of EMSO ERIC, in a single pdf file including CV, cover letter with the following subject heading: "Administrative Assistant"
- the deadline for submission is December 28th 2020 midnight, Rome local time;
- any specific enquiries about this job posting should be sent to recruitment@emso-eu.org specifying the term of the sought position.

