

EMSO ERIC is an equal opportunity employer. As such, it does not discriminate in terms of race, age, gender, religion or sexual orientation.

## Vacancy details

Call for the position of a **POLICY AND PROJECT MANAGEMENT OFFICER** at the EMSO ERIC (European Multidisciplinary Seafloor and Water-Column Observatory European Research Infrastructure Consortium) Central Management Office (CMO).

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 Arctic through North Atlantic, to the Mediterranean and the Black Sea. It currently comprises twelve open ocean facilities including three shallow water test sites (see [www.emso.eu](http://www.emso.eu) for details).

EMSO is a European Institution set up as an ERIC (European Research Infrastructure Consortium) by the 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.

Application deadline: 22<sup>nd</sup> October 2021

Estimated starting date: 1<sup>st</sup> December 2021

Type of contract: permanent employment contract. A 6 months probation period is normally requested.

Required effort: Full-time employment

Gross remuneration: 50.000 Euro (in Italian: *stipendio lordo*) inclusive of contributions required by Italian tax and social security regulations for the above-mentioned employment contract type. Missions allowances, authorized travel expenses and travel subsistence costs are to be reimbursed by EMSO ERIC.

Employer: EMSO ERIC.

Location: EMSO ERIC Headquarters in Rome, Italy

### Job Profile:

EMSO ERIC is seeking candidates for the position of “Policy and Project Management Officer”. The assignment will be two-fold: (i) to plan, prepare and manage EMSO involvement in EU funding programmes and (ii) to formulate and update policies relevant to the EMSO fields of

activity.

More specifically the candidate is expected to:

- Assume responsibility for the editing of the policy documents and their promotion, giving visibility to EMSO policies at the European level
- Support the policy execution related to the provision of EMSO Services
- Contribute to EMSO IPR management policy
- Support the implementation of EMSO strategy and, in particular within the Horizon Europe Framework Programme, perform the European Commission projects financial reporting and contribute to European projects execution, in the drafting of proposals and the follow-up via technical reports
- Manage funded projects contributing to the achievement of financial and economic self-sustainability of EMSO ERIC
- Maintain alignment in EU funding programmes with EMSO's strategic objectives and make recommendations to enhance EMSO socio-economic impact
- Ensure tight EC projects management oversight

The successful candidate will work closely with the EMSO ERIC Director General (DG), as well as Regional Teams and Service Groups. In addition, she/he will provide support to the financed projects that will be duly communicated in the employment contract.

### **Required qualifications & competencies**

- University degree in Law, Political Science, Economics, International Relations and Affairs or technical subjects relevant for the EMSO field of operations.
- At least three years of experience in EU Research and Innovation funding programmes, EU Research Infrastructures/ Agencies reporting and leadership of collaborative EU R&D framework programmes projects
- Demonstrated experience in H2020 R&D projects both in terms of financial reporting, writing of proposals and management within relevant institutional agencies
- At least four years of experience in formulating European normative policies in the research field
- Experience in working with geographically distributed teams
- Experience in managing teams, budgets and deadlines to accomplish challenging goals
- Excellent organizational skills, ability to work under pressure and to lead teams towards the successful delivery of results, as well as autonomously manage own workload
- High degree of motivation and ability to work towards a long-term scientific and technological goals
- Fluent written and spoken English (Minimum c1)



### Desirable Skills and Competencies

- Advanced university degree (Master's or equivalent) in European Law or International Projects Management
- Experience in the coordination of European projects/networks or platforms for the development of report on EU R&I policies
- Proficiency in Italian and other European languages

### Personal Attributes Desired for the Position

- Strong interpersonal abilities
- Strong team-work skills
- Ability to work under pressure
- Rigorous approach to work schedules and deadline

### Working Conditions:

- The main place of work will be EMSO ERIC Headquarters in Rome, Italy
- Due to the pandemic, smart working is expected to continue as common working practice
- Work can be occasionally requested online during some weekends and holidays
- Work development might occasionally be requested according to short notice deadlines

### Selection Procedure

#### Application

Applicants should send

- i. a CV along with a covering letter as a single PDF document summarizing their relevant experience and expertise and motivations for wanting to join EMSO.
- ii. names and contact information of at least two references.

Applicants must declare to have a clean criminal record.

#### Interview

The selected candidates will be notified and invited to participate in an individual interview to be held either in person or online. In the interview, the candidate will be asked to carry out hands-on test exercises to assess his/her technical competence.

#### Application Deadlines



- i) Applications should be submitted not later than 22-10-2021 (at midnight Rome local time) by email to [recruitment@emso-eu.org](mailto:recruitment@emso-eu.org), addressed to the Director-General of the EMSO ERIC, with the following subject heading: “Policy and Project Management Officer”.
- ii) Any specific enquiries about this job posting should be sent to [recruitment@emso-eu.org](mailto:recruitment@emso-eu.org), specifying the term of the sought position.
- iii) The final outcome of the selection is expected to be communicated to all final-round candidates by the end of October 2021.

Applications for the position are encouraged from citizens of the European Union and Associated Countries.

