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Job vacancy: EIUC Secretary General

JOB VACANCY: EIUC Secretary General

The European Inter-University Centre for Human Rights and Democratisation (EIUC), based in Venice, Italy, is seeking a well-qualified individual for the position as Secretary General.

EIUC Profile

The European Inter-University Centre for Human Rights and Democratisation (EIUC) is an interdisciplinary centre formed by 41 universities from all European Union Member States. It is founded on a commitment to the realisation of the values enshrined in the European Union Charter of Fundamental Rights, the promotion of high-level inter-disciplinary human rights education, research, training and culture, and a shared global understanding of human rights and democracy. EIUC is located in Venice, Italy.

EIUC is the only European institution identified in the Regulation (EC) No. 1889/2006 of The European Parliament and of the Council on establishing a financing instrument for the promotion of democracy and human rights worldwide as beneficiary of EU operational funding in the financial perspective 2007-2013.

Supported by the European Union and advised by major intergovernmental, non-governmental, regional and local strategic partners EIUC's activities include:

- Providing high level action-oriented and interdisciplinary education for students worldwide;
- Developing advanced training with a view to meeting operational requirements for senior officials

- of international organisations, field personnel, and other human rights professionals;
- Identifying processes and means of transferring academic and institutional expertise into the public sphere, e.g. through the visual arts and mass media;
- Creating a fertile environment for research and research cooperation and the transformation of results into realistic policies;
- Representing a network of more than 800 graduates of the European Master's Degree in Human Rights and Democratisation now working for governments, major international organisations, and non-governmental organisations in and outside.

FUNCTIONS AND TASKS

Secretary General will be responsible for the management of the Centre. Subject to the instructions given by the President of the Centre as his/her principal, the Secretary General's duties include:

- to control and co-ordinate the activities of the Centre's employees;
- to implement the decisions taken by the Centre's governing bodies;
- to take care of the process of the deliberations of the Assembly and the Board of Administrators;
- to draft the schemes to submit to public agencies and private entities, national and international, for the application for grants, such as the request for grants addressed to the European Union;
- to take part in, with consultative status, and keep the records of the meetings of the Assembly and the Board of Administrators;
- to perform any other specific act conferred to him/her by an ad hoc decision of the Board of Administrators;
- to carry out any other ordinary administrative calling.

QUALIFICATIONS

- Academic degree in a relevant discipline, or, in lieu of this, extensive management experience in similar institutions;
- Comprehensive and in-depth knowledge of international human rights and democratisation issues;
- Professionalism; strong and clear communication skills, both oral and written;
- Senior management experience; demonstrated personnel management and project management skills;
- Strong financial management and fundraising abilities.

LANGUAGES

- Excellent knowledge of English is a requirement.
- Proficiency in Italian is a definite advantage.
- Proficiency in French and other major European languages is also an advantage.

TERMS OF EMPLOYMENT

- The selected candidate will be expected to take up the position in early 2009, or as soon as possible thereafter.
- EIUC offers a unique working environment, a competitive salary and additional benefits.

Deadline for sending applications is 30 October, 2008.

More information available from the EIUC President, Prof. Dr. Horst Fischer, fischer@fischeroffice.com, tel. +32 498 111 355.

To apply, please send a cover letter and a curriculum vitae in English to Prof. Dr. Horst Fischer, Monastery of San Nicolò, Riviera San Nicolò 26, Venezia-Lido 30126, Italy, by fax: +39 041 2720914, or by email: fischer@fischeroffice.com.

Please note: the filling of the above position is contingent upon approval of funding by the European Commission.