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Vacancy Announcement: EIUC Project Officer

The European Inter-University Centre for Human Rights and Democratisation (EIUC) located in Venice-Lido is an academic centre of excellence supported by the EU, aiming at pursuing the promotion of human rights and democratisation through education, specialised training, and research cooperation. For more information visit www.eiuc.org.

With reference to its activities EIUC is looking to appoint a qualified individual to fill in the position of Project Officer.

Functions and tasks

The EIUC Project Officer shall work as member of the EIUC Project Department, in direct contact – and under the direction supervision – of the Head of the Project Department.

The Project Officer will support the work of the department for the organisation of activities which include training seminars, summer schools, conferences, online courses and other events.

More specifically the Project Officer will be responsible for the following areas:

- To assist the Head of Department in the organisation of the activities mainly by acting as interface with the potential candidates to the courses in all phases of the events and which are mainly:
 - Reception of applications and registration of candidates;
 - Daily communication with candidates/participants;
 - Enrolment procedures through all its phases;

- Arrival and registration of the students;
- Upload relevant materials on online platforms
- Support to professors and students for logistics and technical issues for the entire duration of the activity
- To assist the Head of Department in the preparation and organisation of possible additional external activities hosted within the Monastery of San Nicolò;
- To help planning activities, events, trainings following EIUC's plan of action and which may include grant seeking exercises and development of grant applications.

Profile/requirements

The EIUC Project Officer should possess and demonstrate the following requirements:

- Experience in clerical positions within structured contexts, preferably in international contexts and in the non-profit sector;
- Excellent and culturally sensitive communication and diplomatic skills;
- Strong proven organisational skills;
- Proficient level of English, including drafting ability, as English is the working language of EIUC
- Knowledge of Italian
- Efficient use of the most important Microsoft Office programs (Word, Excel, PowerPoint)
- Team-working ability

Essential info

- ***Start of the contract:*** The EIUC Project Officer will be required to take up service starting **early September 2016**
- ***Salary:*** The gross salary will depend on qualifications and seniority.
- ***Workplace:*** Venice Lido - at the EIUC premises (Monastery of San Nicoló)
- ***Application and selection procedure:*** The closing date for receipt of applications is **Friday 5 August 2016 at 6 pm (CET)**.

Please send a **cover letter** and detailed **curriculum vitae** to the attention of EIUC Senior Project Managers Elisabetta Noli (elisabetta.noli@eiuc.org), and Alberta Rocca (alberta.rocce@eiuc.org)