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## Vacancy Announcement: Global Campus Administrative Director

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. EIUC is organising and coordinating seven regional Master programmes in human rights and democratisation in all world regions under the umbrella of the Global Campus, is engaged in different research projects and conducts various training courses, seminars and conferences, usually at its premises in the Monastery of San Nicoló at Venice-Lido.

With reference to its activities EIUC is looking to appoint a qualified individual to fill in the position of **Global Campus Administrative Director**.

### *Functions and tasks*

The **Global Campus Administrative Director** shall coordinate the action of the EIUC / Global Campus organisational staff based in Venice-Lido, comprising the following units/departments: Global Campus, Projects, Finances, Fundraising/Communication, General Services, Premises.

He/She shall represent the middle-management liaison between the EIUC Secretary General (ultimately responsible for the management coherence of the action) and the Heads of the different units/departments.

The position involves a combination of **managerial and substantive responsibilities** performed under the supervision of the EIUC Secretary General, including:

- General coordination of the activities and of the organisational staff under the supervision of the EIUC Secretary General and Board of Administrators;
- Monitoring of the implementation of activities provided for in the description of the action agreed with the European Commission and other relevant supporting institutions;
- Authorisation of payments/purchase orders (in coordination with the Financial Department);
- Authorisation of staff missions, permits, holidays, etc. in cooperation with relevant Heads of Department/Unit;
- Assisting the EIUC President, Board of Administrators and Secretary General on specific strategic aspects for the management and development of the organisation (institutional / statutory issues, human resources, partnerships, etc.);
- Contact point in relation to specific management processes / or evaluations: manual of procedures; organisation, management and control model pursuant to Law 231/2001; EU evaluations, etc.
- Preparation of the EIUC Governing Bodies meetings together with the EIUC Secretary General;
- Developing a joint corporate identity of EIUC and the Global Campus, in cooperation with the GC staff and Communication department;
- Organisation of specific activities (courses, conferences, ad hoc events) - as required - and general support to the EIUC Secretary General in the development of new activities, bids, grant applications, in cooperation with the Project Department;
- Drafting the Grant Application (Description of the Action and Logframe) for the European Commission (as well as for other relevant third donors), and corresponding Narrative Reporting; drafting of relevant MoUs, Cooperation Agreements;
- Representation of EIUC if necessary in substitution or in addition to the EIUC Secretary General accompanying the SG on national and international meetings and missions.

### ***Profile/requirements***

The **Global Campus Administrative Director** should possess and demonstrate the following requirements:

- Proven experience (5-10 years) in administrative, organisational and management tasks, preferably in an international environment and in the non-profit sector;
- Comprehensive knowledge and/or experience in the field of human rights and democratisation;
- Experience with human resources coordination, and leadership skills;
- Excellent English and Italian written and oral communication and presentation skills; knowledge of other languages (e.g. French) is a plus;
- Excellent and culturally sensitive communication and diplomatic skills;
- Familiarity with an environment of higher education and with EU institutions
- Strong organisational and time management skills;
- Ability to work under pressure and to tight deadlines;
- Team-working ability;
- Efficient use of the most important Microsoft Office programs (Word, Excel, PowerPoint);

### ***Essential info***

- ***Start of the contract:*** The **Global Campus Administrative Director** will be required to take up service starting ***mid-September / early October 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 **Thursday 8 September 2016 at 6 pm (CET)**.

Please send a **cover letter** and detailed **curriculum vitae** to the attention of the EIUC Secretary General, Manfred Nowak ([manfred.nowak@eiuc.org](mailto:manfred.nowak@eiuc.org)) and to the EIUC President, Dzidek Kedzia ([president@eiuc.org](mailto:president@eiuc.org)).