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## **Vacancy announcement: Project Officer**

**The European Inter-University Centre for Human Rights and Democratisation (EIUC) is looking to appoint a qualified individual to fill in the position of Project Officer in charge of the Master in Democratic Governance (DE.MA) and the Global Campus (GC).**

### **About the DE.MA and the GC**

The Project Officer shall work as member of the DE.MA Unit and of the Global Campus (GC) Project Department, in direct contact – and under the direction supervision – of the GC Project Manager.

The GC Project Department works on the management of the activities of the GC network that has its hub at EIUC in Venice and it is comprised of seven Regional Master's programmes coordinated by the Universities of Bangkok (Mahidol), Buenos Aires (San Martin), Pretoria, Sarajevo, Yerevan, Ca' Foscari. The Master in Democratic Governance, Human Rights and Democracy in the Mena region (DE.MA) is the newest programme established in 2015 and temporarily coordinated until July 2017 by Ca' Foscari University and EIUC. As from September, it will be coordinated by the University of Saint Joseph in Beirut, Lebanon.

### **About the job**

The Project Officer will support the work of the department for the organisation of the following activities foreseen for the period 1 November 2016-31 July 2017 and which are:

- The administrative organisation of the first and second semester of the DE.MA master's

programme including the Graduation Ceremony in July;

- Organisation of the GC Internship programme (6 scholarships to be awarded to GC Alumni in international NGOs and organisations);
- Organisation of the international conference and promotional event on 4-5 April 2017 about reconciliation and memory, that will be hosted by the European Regional Master's programme in Democracy and Human Rights in South East Europe (ERMA);
- Organisation of the GC Financial meeting on 6-7 April 2017 in Sarajevo;
- Organisation of the Global Classroom, a week-long event from 22 to 26 May 2017 that shall be hosted by the Asia Pacific programme in Bangkok with external experts, students and professors from the different Regional master's programmes;
- Organisation of an online photo competition on human rights open to students, Alumni of the GC and external experts that shall be launched in February 2017;

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

- To assist the GC Project Manager and the DE.MA Unit during all phases of the organisation of the first and second semester which are mainly:
  - Visa procedures for DE.MA students for their second semester;
  - Regular communication with DE.MA students during the first and second semester;
  - Support to professors of the DE.MA programme for logistics and technical issues;
  - Finalisation with the DE.MA Teaching Fellow of the grades of students in order to prepare the transcripts of records;
  - Support the Head of department in organising plenary meetings with all the other DE.MA partner universities and the final graduation ceremony at Ca' Foscari;
  - Liaising with Ca' Foscari for other administrative procedures in relation to the DE.MA programme;
  - Reporting on the activities of the programme.
- To assist the GC Project Manager in the preparation and organisation of the GC joint activities;
- To support the GC Project Manager in drafting project applications and reporting on the activities to the EIUC Secretary General and to the European Commission;

### ***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 and problem-solving attitude;
- Flexibility to adapt to changes and to take on new challenges;

### ***Essential info***

- ***Start of the contract:*** The GC Project Officer will be required to take up service **early November 2016** depending on availability. 9-months contract with possibility of renewal.
- ***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:** Applications will be selected on a rolling basis until the position is filled. The call for applications will be closed on **28 October**.

**Please send a cover letter and detailed curriculum vitae to the attention of** Valentina Abita, Senior GC Project Manager ([valentina.abita@eiuc.org](mailto:valentina.abita@eiuc.org))