




Job Offer Announcement		Vacancy Code: 115_CRI_FIRST
Job title	Scientific and didactic project manager of the Research School – FIRST	
Job description	Assigned to the Direction of the Research and Innovation Center of the Fondazione Edmund Mach	
Duties / Tasks	<p>The applicant will have to provide evidence of his/her skills in work organization, as a sole contributor and/or as a team-worker.</p> <p>The selected applicant will have to:</p> <ol style="list-style-type: none">1. Participate to the organization of the Research School, reporting to the Director of the School;2. Contribute to the organization of the management organs, both administrative and didactic;3. Manage scientific and administrative issues related to the activities conducted by the PhD students at FEM, including the management of the relationships between FIRST and the appointed universities, and of the documentation required for students' registration.4. Promotion of the activities of the school at national and international level also through the FEM web site;5. Foster, support and develop collaborations and agreements with PhD Schools, national and international.	
Keywords	PhD, research school, First stage researcher	
Contract type and length, Level	Fixed term contract (italian contract "CCPL Fondazioni"); Third Level Technologist; 3 years (trial period: 6 months)	
Languages knowledge from Common European Framework of Reference for Languages (CEFR)	Fluent in italian (B1) and advanced level in english (C2, preferably mother tongue). The knowledge of a third language will be considered as an asset.	
IT knowledge	Knowledge of the Office package and common browsers; knowledge of content managers will be considered as an asset.	
Required title to join the selection	PhD in scientific disciplines and/or in subjects related to work organization.	
Required experience	<p>It will be considered an asset experience in:</p> <ol style="list-style-type: none">1. Students management in academic or research centers;2. Admin management of students curricula (PhD or master degree)3. Creation and management of a training pathway, including the monitoring of student's growth projects.	
Psychosocial skills	Team working skills; multi- and complex tasking skills.	
Supervisor	The successful applicant will report to the Director of the Research and Innovation Center.	

 <p>FONDAZIONE EDMUND MACH ■ ■ ■</p>	JOB PROFILE	
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Application

To apply for the position the applicants should send a message mentioning in the subject the recruiting code (**115_CRI_FIRST**) to the email account **curricula[AT]fmach.it** including an up-to-date CV (Please add the following phrase to your CV otherwise your application will not be considered: **I consent to the use of my personal data in accordance with the provisions of decree 196/2003**).

Save your file in this way: **Surname Name_cv.doc** or **.pdf**;

Deadline

The deadline for the submission of the applications is **February 21st, 2013**.

Short list candidates

FEM will short-list the applicants. We will notify the short-list candidates for an interview in San Michele or for a phone interview. The other candidates will be notified at the end of the recruiting procedure.

Information about CRI

The Research and Innovation Centre of the foundation (CRI), with more than 250 employees, has a mission to promote and enhance the Trentino land-based economy through studies and innovation that improve agricultural and environment products and enhance the quality and nutritional value of food products. It sustains the region's environmental resources through development and promotion of low-impact agricultural practices, study and preservation of biodiversity, and characterisation of alpine and subalpine ecosystems. The centre operates fully integrated research programs and state-of-the-art platform technologies to deliver innovative solutions and competitive products for our stakeholders and end-user communities.

Equal opportunities

The position is open to both genders, Law n. 903, 9/12/1977, art. 1. The policy and practice of the Edmund Mach Foundation require that all staff are offered equal opportunities within employment.

Data treatment

All data supplied by applicants will be used only for the purposes of determining their suitability for the position and will be held in accordance with the principles of the Personal Data Protection Code, Legislative Decree no. 196 of 30 June 2003. By sending the Cv and application, the candidate consent and authorize the Foundation to the use of his/her personal data.