



Elettra Sincrotrone Trieste

# Directorate Secretariat and Communication Assistant

Deadline: 31 July 2022

Ref: EA/22/21

## Company description

Elettra Sincrotrone Trieste is an international multidisciplinary research center operated as a user facility, featuring a 2.0/2.4 GeV, third-generation synchrotron light source (Elettra), a new free-electron laser light source (FERMI) and a variety of support laboratories. The extremely high quality of the machines and beamlines has set new performance records and has been producing results of great scientific and technological interest. In order to allow the laboratory to remain competitive in the next 20 years, an entirely new source - Elettra 2.0 - belonging to the new generation of storage rings (DLSR or Diffraction Limited Storage Ring) is being developed. The new source will exhibit a major increase in the brilliance and coherence fraction of the photon beams. The Elettra 2.0 optics is based on our enhanced symmetric six bend achromat structure (S6BA-E) with a 12-fold symmetry and an emittance of 200 pm-rad at 2.4 GeV. The new structure creates also straight sections in the arcs permitting the installation of additional insertion devices, thus increasing the number of beamlines. Existing beamlines will have to be upgraded and new beamlines developed to take full advantage of the characteristics of Elettra 2.0. The new machine is scheduled for commissioning in the second half of 2026. See <http://www.elettra.eu> for more information.

## Beamline/Activity/Project description

The successful candidate will join the staff of the management secretariat and will support the Communication Activity.

## Job description

The successful candidate will support the directorate secretariat and the Communication office. She/He will arrange and manage the agenda of the directorate, support the organization of meetings, including those of the corporate bodies (e.g., Board of Directors, Statutory auditors' board), write the minutes of such meetings. Moreover, she/he will collaborate in the development and implementation of an effective communication strategy toward the company's target audiences. Communication activities may include writing, editing and distributing publications, press releases, website content, annual reports and other materials.

## Qualifications

A Bachelor's degree in Social Science & Humanities discipline or Science & Technology discipline is required together with at least 2 years of relevant experience in public relations and/or as an assistant manager.

A very good knowledge of Microsoft office applications (especially Word, Power Point and Excel), content management systems, and social media platforms is expected.

Excellent oral and written communication skills in English and Italian are essential.

Good time management skills and ability to prioritize are expected, together with the ability of working effectively under pressure and meeting deadlines. The successful candidate will be able to interact effectively with the facility staff and international users at all levels and to work as part of a multidisciplinary team.

Determination in achieving objectives and spirit of initiative, as well as positive attitude, adaptability, confidentiality, attention to detail and a willingness to learn and ability to think creatively complete the profile.

The appointment envisioned is a fixed term contract of an initial 12 months duration. The salary will be commensurate with previous experience and qualifications of the candidate.

Applications should include full curriculum vitae signed by the applicant (preferably using the European Curriculum Vitae Format in PDF), with the names and contact information (including electronic mail) of at least two professional references.

### Elettra - Sincrotrone Trieste S.C.p.A.

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L. 19 ottobre 1999 n. 370

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In case of equal evaluation scores of two or more candidates, preference will be given to candidates with disability pursuant to article 1 of Italian law no. 68/1999.

Due to the situation related to the COVID-19, the interviews will be performed through video conferencing.

The deadline for the submission of the application is July 31, 2022.

In accordance with the provisions of article 21 of the Italian legislative decree no. 39/2013 and in conjunction with article 53 (subsection 16ter) of Italian legislative decree no. 165/2001, employees or former employees of any Italian Public Entity who have exercised authority over Elettra Sincrotrone Trieste S.C.p.A. or have negotiated with Elettra - Sincrotrone Trieste S.C.p.A. within the last three years will be excluded from the present selection procedure. We thank all applicants in advance.

For more information, please contact Laura Forgiarini (email: [laura.forgiarini@elettra.eu](mailto:laura.forgiarini@elettra.eu)).

To apply for this position please visit the following link:

<https://www.elettra.trieste.it/it/about/careers/working-withus.html?id=2621>

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