

Project Officer

Deadline: 25 May 2024
Ref: BA/24/23

Background

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 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. 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 Project Management Office (PMO) of Elettra Sincrotrone Trieste supports project initiatives in all stages (planning, managing, internal monitoring and accounting), ensuring the proper performance of all activities related to research contract administration. In particular, the PMO identifies the most promising external call for proposals, supports the company staff in the preparation and submission of research proposals to external funding agencies, and coordinates grant administration and the reporting to external funding agencies.

Job description

The candidate will join the staff of the PMO and will be primarily involved in the following tasks:

- identifying the most promising call for proposals published by external funding agencies;
- providing support to researchers in proposal preparation and related networking activities;
- provide administrative, technical and financial support to financed projects;
- supporting project leaders by:
 - a) providing assistance in all phases of project monitoring, coordination and auditing;
 - b) managing confidential project documentation and budget-related information;
 - c) actively contributing to the achievement of team targets on time and within budget.

Qualifications

A University Degree in Physics, Chemistry, Materials Science or related disciplines is required together with documented experience in managing projects, including procedural, administrative and reporting aspects.

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

Good time management skill and ability to prioritize are expected together with good problem-solving and analytical skills.

General information

The deadline for the submission of the application is May 25, 2024.

The appointment envisioned is a fixed term contract with an initial duration of 12 months in accordance with the National Metalworkers Collective Labour Agreement and the Company Agreement, ex. art. 8 of the Decree Law 138/2011, dated

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

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Iscritta al Registro delle Imprese di Trieste
Società di interesse nazionale
ai sensi dell'art. 10, comma 4,
L. 19 ottobre 1999 n. 370



Elettra Sincrotrone Trieste

28th March 2024.

The salary will be commensurate with previous experience and qualifications of the candidate.

Applications should include a full curriculum vitae, the names and contact information (including electronic mail) of up to three individuals who have agreed to provide references.

The interviews may be held via video conferencing.

Employees of Elettra Sincrotrone Trieste S.C.p.A. in force with a permanent contract will not be eligible for the selection.

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 Marco Marazzi (email: marco.marazzi@elettra.eu).

To apply for this position please visit the following link:

<https://www.elettra.trieste.it/it/about/careers/working-withus.html?id=4121>

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