Elettra Sincrotrone Trieste

Project Officer for PACRI Project

Deadline: 4 March 2025
Ref: BA/25/4

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 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 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.

Elettra Sincrotrone Trieste recently received a Horizon Europe Grant under the HORIZON-INFRA-2024-TECH-01 call. The Plasma accelerator systems for Compact Research Infrastructures (PACRI) Project involves 26 partners, including CERN, ELI-ERIC, DESY, Thales, CNR and INFN. The scope is building compact and efficient X-Band sources for particle accelerators, as well as plasma accelerators and high repetition rate Laser drivers. The PACRI Project will be coordinated by Elettra Sincrotrone Trieste and will last 4 years with a total budget of 10MEuro.

Job description

The successful candidate will join the PMO, ensuring that the PACRI Project runs efficiently and on schedule, in collaboration with the PMO staff and the Project Manager (PM).

Main duties of the Project Officer (PO) will be to:

- provide administrative and organizational support to the project and to the work-package meetings, monitoring actions and actively contributing to the achievement of project targets on time and within budget, including assistance to the project audits;
- manage the Participant Portal content of the PACRI project, ensuring its coherence and completeness;
- support the organization of meetings of the Coordination Board, Executive Board, Scientific Advisory Committee, and actions thereof;
- assist project partners with day-to-day project management issues;
- collect and monitor all scientific and financial reports from all Consortium members;
- contribute to the preparation of periodic project reports.

Qualifications

Elettra Sincrotrone Trieste

A University Degree in Engineering, Materials Science, Chemistry, Physics, Economics or relatedfields is required together with proven experience in managing projects, including procedural, administrative and reporting aspects.

Advanced knowledge of Microsoft office applications is also required.

Previous experience with Horizon Europe grants, large consortia, Open Science procedures and Dissemination and Outreach would be considered a plus, as would be experience in the use of electronic information systems that support project workflow, dissemination and planning/scheduling (e.g., cloud sharing systems, Overleaf, Wordpress or similar software).

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

Good time management skills, availability to travel across Europe and ability to prioritize are expected together with good problem-solving and analytical skills.

General information

The appointment envisioned is a fixed-term contract with an initial duration of 24 months in accordance with the National Metalworkers Collective Labour Agreement and the Company Agreement, ex. art. 8 of the Decree Law 138/2011, dated 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 ranking of eligible candidates resulting from this selection procedure may be used for additional appointments within the following 24 months.

The interviews may be held via video conferencing.

Employees or former employees of Elettra Sincrotrone Trieste S.C.p.A. or temporaryand staff leasing employees or former employees with working experience atthe companywill be excluded from the present selection procedure. 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 also be excluded from the present selection procedure, in accordance with the provisions of article 21 of the Italian legislative decree no. 39/2013 and in conjunction with article 53 (subsection16ter) of Italian legislative decree no. 165/2001.

The deadline for the submission of the application is March 4, 2025.

We thank all applicants in advance.
For more information, please contact Gerardo D'Auria (email: gerardo.dauria@elettra.eu).

To apply for this position please visit the following link:
https://www.elettra.trieste.it/it/about/careers/working-withus.html?id=4242