

Ref.call.code: ISC-I-2018-03

Call for collaborator for a Financial and administrative assistant in the field of applied research and RTD projects

The ISOCARP Institute performs research and project activities on urban and regional planning. Its activities include international research projects, as well as direct cooperation with Governmental and Non-Governmental entities, Universities, Industry partners and Societies.

We are looking for an administrative and financial manager, supporting the administrative coordination of projects in organizational, administrative, and financial issues, as well as taking care of relationships with partners, collaborators and donors. The chosen candidate will be employed as “Financial and administrative assistant” in the growing ISOCARP Institute environment.

The job implies a close collaboration with the Board of Directors and in particular with the Director (daily or weekly reports), interactions with other collaborators of ISOCARP Institute, as well as programming and monitoring of project activities and participation in projects and project meetings in other countries.

Tasks:

- Organizational, administrative and financial management of Institute and funded projects (permission and purchasing information system set up and management, Enterprise resource planning (ERP) set up and management, etc.)
- Periodically accounting and reporting of applied research and RTD project activities and relative expenditures (personnel, investments, consumables, etc.)

Preliminary tasks related to ongoing and incoming Institute activities may include:

- Permission and purchasing information system set up and management, in collaboration and under the supervision of the Director
- Enterprise resource planning (ERP) set up and management, , in collaboration and under the supervision of the Director
- Interactions with European Commission officers and project partners for administrative issues
- Monitoring of EU project deliverables/milestones state of progress (mainly in term of mandatory deadlines and responsibilities), also managing the EC web portals (depending of financing framework) to ensure an effective project administration in compliance with financer requirements

Requirements:

- Master degree in technical subjects or economics or documented equivalent professional experience;
- Experience in financial and administrative management of projects and companies
- Very good knowledge of English, written and spoken
- Willingness to travel

Additional skills may include:

- Experience in European funding schemes and frameworks for RTD projects
- Knowledge of Dutch accountancy system

- Good knowledge of Italian and/or Dutch, written and spoken

We offer:

- Inspiring working activities in cooperation with international partners;
- The opportunity to work in a dynamic and growing international team in the urban and regional planning framework;
- Working conditions which allow a professional growth and know how acquisition;
- A workplace mainly based in The Hague/NL.

How to apply:

- a) fill the attached application FORM
- b) send it plus a copy of you CV and other relevant documents (reference letters, certificates, publications, list of projects etc.) to jobs@isocarp.org within 31.12.2018
- c) as object of the email insert the Ref.call.code: **ISC-I-2018-01**
- d) be sure that all the required included document are compliant with GDPR privacy policy (EU2016/679)

Only for additional info please write to vettorato@isocarp.org (do not send the application form to this email).