



Offerta EURES

N. 1 Head of Administration Department

at the European Gravitational Observatory - Cascina (Pisa)

The selected candidate will lead the Administration Department, which is in charge of: accountancy; financial statements; procurement and award of contracts; administrative management of the human resources; general affairs;

The Head of the Administration Department works closely with, and reports to, the EGO Director, ensuring that EGO operates according to the law, internal rules and within the approved budget. The role also involves supporting the EGO Director in day-to-day management and responsibility for dedicated tasks.

_Place of work _

EGO - European Gravitational Observatory - via E. Amaldi 56021 Loc. S.Stefano a Macerata - Cascina (Pisa)
ITALY.

_Type of contract _

One-year contract (renewable for one year) with the perspective of a permanent contract, according to the "Contratto Collettivo di Lavoro del Personale EGO" (EGO personnel collective contract). Level of recruitment to be fixed according to qualifications and experience of the candidate (for more information please contact the EGO Director at +39 050 752300). Salary min: 30k€/year - salary max: 45k€/year

_How to apply? _

Candidates can send their CV and the EGO Application Form, to jobs@ego-gw.it quoting the reference number TEC-ADM-19_2

The application form and more information can be found here:

<https://www.ego-gw.it/public/organization/jobs/jobs.aspx>

_Closing date for applications _

15th of September 2019