



The EUI has an open vacancy for a

Research Fellow in the Office of the President

Florence, 29 January 2025

Reference: V/RF/PRE/1/2025

Who we are

The **European University Institute** (EUI) at a glance:

- an **international organisation** set up in 1972;
- a research university focusing exclusively on **postgraduate, doctoral and post-doctoral studies**, and advanced research;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

The Office of the President provides comprehensive support to the President of the EUI, serving as the central point of coordination for all matters related to the Presidency and the Institute's governance. It manages interactions with internal and high-level external stakeholders, handles sensitive and confidential issues, and ensures the smooth operation of the Office. The team supports the President in day-to-day activities, including administrative tasks, information flow management, and communication of decisions to the Institute's governing bodies, units, and services. The Office is dedicated to upholding the highest standards of professionalism, discretion, and organizational excellence, reflecting the President's role as the legal representative of the EUI.

Employment details

Contract type	Full-time (30/30, 40 hours/week)
Length of contract	12 months, starting date: 1 June 2025 This contract may be further renewed (several times and conditional to the availability of funds), leading to an extension of the period of service up to a total of 5 years, including the first contract period.
Salary indication and grade	Grade: CDR3 step 1 The basic net monthly salary after taxes is approximately 3.620 Euro, plus

allowances if applicable.

More information about conditions of employment is available [here](#).

Place of work

Florence, Italy

About the project

Project Director

Prof. Patrizia Nanz

Project details

The EUI Innovation Labs are a strategic initiative designed to address cross-cutting themes through flexible, interdisciplinary collaboration across academic units and with social and political actors. By providing reflective spaces to tackle complex challenges, the Labs aim to transform research insights into practical solutions, enhance the EUI's impact on European policy and society, bridge academic research with real-world application, and develop innovative formats for knowledge exchange and co-creation. This initiative aligns with the long-term vision of the EUI, as outlined in its strategic framework, which can be explored in detail [here](#).

Job description

The Office of the President seeks a dynamic Research Fellow to spearhead the new EUI Innovation Labs. The Innovation Labs serves as a catalyst for transformative research and cross-disciplinary collaboration, bridging academic excellence with practical impact. As Research Fellow, you will lead the conceptualization and implementation of innovative projects that address complex European challenges.

The successful candidate will combine academic excellence with practical experience in driving innovation and managing complex stakeholder relationships. They will demonstrate the ability to translate research insights into actionable outcomes while navigating the unique challenges of an international academic environment.

The research fellow will carry out research work in an independent manner and collaborate on the research work of the project. Main tasks shall include:

- designing and implementing the Innovation Labs' strategic framework and operational processes;
- identifying and developing promising research initiatives that span multiple disciplines;
- facilitating collaboration between EUI's academic units, research centers, and external partners;
- transforming innovative ideas into concrete projects with measurable outcomes;
- building and maintaining relationships with key stakeholders in academia, policy, and public administration;
- organizing workshops, seminars, and other events to foster innovation and knowledge exchange;
- monitoring and evaluating project outcomes and impact;
- supporting the preparation of funding proposals and strategic partnerships.

Qualifications and experience

Qualifications and Experience

Essential:

- PhD in social sciences, humanities, or related field; (PhD students about to defend their thesis are eligible conditional on the successful thesis defence by the contract start date) ;
- Proven experience in research project management or similar role;
- Demonstrated experience in working across disciplines and facilitate collaborative projects;
- In-depth knowledge European institutions and policy-making processes, demonstrated by at least one research project, publication, or work experience related to EU policies;
- Proven experience in stakeholder management and partnership-building, preferably with academic institution, policy bodies, or public administration;
- Strong communication and negotiation skills, with proven ability to engage effectively with diverse stakeholders in academic, policy, and public sectors.

Desirable:

- Track record of successful project implementation in academic or policy environments;
- Demonstrated work experience with innovation methodologies and co-creation processes;
- Proven understanding of academic research environments and funding landscapes;
- Demonstrated familiarity with EU research funding mechanisms and grant writing, such as Horizon Europe, ERC, or similar programs;
- Previous experience in organizing high-level events and workshops.

Languages

Excellent knowledge of English, both spoken and written ([CEFR](#) level: C1 or above). Knowledge of other languages constitutes an advantage.

How to apply

Deadline

The closing date for applications is **12 February 2025** at midnight (Florence time)

Contact details

For more information contact: **Office of the President** presidents.office@eui.eu

How to apply

Fill in the [online application form](#) and upload documents as requested

Data Protection

The purpose of processing the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure. The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI](#)).

Equal opportunities

The European University Institute applies a policy of equal opportunities, which, in accordance with Article 1d of its Staff Regulations, prohibits discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.