

“HORIA HULUBEI” NATIONAL INSTITUTE FOR RESEARCH AND DEVELOPMENT IN PHYSICS AND NUCLEAR ENGINEERING (IFIN-HH) is organising a competition to fill the position of Secretary-Assistant to Head of Research Activity 1 (RA1) at ELI-NP–IFIN-HH

Applications shall be accompanied by the documents required in the announcement and shall be sent to the Human Resources Department at human.resources@eli-np.ro.

Position Description:

Providing administrative support for the Management of Research Programme 1 (RA 1) in order to follow up the activities and the key stages of projects and assist the daily operations of the Head of Research Activity 1 (RA 1) at ELI-NP.

The position requires organisational, interaction and computer/data management skills and independent thinking to anticipate and solve issues in order to maintain an efficient and professional management of the activity.

General Requirements:

The candidates must meet the following requirements:

- a) relevant professional experience as manager assistant or similar position, proven with documents certifying employment history;
- b) very good Romanian and English language proficiency (written and spoken);
- c) higher education;

Skills and Abilities:

- a) organisational and orderly mind about the activity; activity prioritization and task planning skills leading to desired results;
- b) accountable, confidential;
- c) rapidly adaptable and flexible in adapting to priorities;
- d) promptly and efficiently reaching intended results;
- e) able to work as a team, build and maintain efficient and constructive work relationships;
- f) advanced user of Microsoft Office;
- g) no criminal record, proved with criminal record certificate.

Main Duties:

- a) providing support for the daily activity of the head of research programme;
- b) collaborating and providing support to all employees in the department on administrative issues;
- c) preparing, organising and attending (technical or administrative) meetings and taking minutes;
- d) writing documents related to various meetings/events of the department;
- e) providing support for the organisation of internal and international job-related travels, including accommodation and transfer;
- f) preparing and/or publishing documents, making sure they are correct and published in due time via the relevant IT means;
- g) replacing the secretary-assistant in other RA when needed;
- h) demonstrating professionalism, being approachable, reliable and prompt in all communication segments, both internally and externally;
- i) having a vision, looking for opportunities and proposing solutions.

Conditions of employment:

The activity shall take place within the ELI-NP subunit of IFIN-HH, in Măgurele Town, Ilfov County, Romania.

Initially, the employment shall be for 1 (one) year, with the possibility of extension.

The position offers outstanding working conditions, motivating European salary and the opportunity for a successful career.

The competition folders shall contain:

- a) the application form;
- b) curriculum vitae;
- c) the documents attesting the identity and the fulfilment of application conditions (copy of the identity card, copies of study diplomas, certificates, employment record book/certificates);
- d) at least two recommendations attesting the professional capacity and the moral probity.

The competition shall take place in three stages:

- a) the verification of the fulfilment of the application conditions and the selection of the candidates;
- b) the evaluation of the selected folders;
- c) the interview of the selected candidates.

Evaluation of the candidates:

The evaluation of the candidates shall be made taking into account the application folders and the appraisal of the candidates during the interview, by applying the following algorithm in relation with a maximum score that may be awarded, namely 100 points:

- professional training and experience: 50 points;
- understanding of job duties and holding the necessary skills and abilities: 50 points

The final score shall be calculated by adding up the points awarded for each of the 2 (two) abovementioned criteria and must be at least 70. The candidate who has obtained the highest score above the minimum score shall be declared “admitted” to fill the position.

The result of the competition shall be communicated to the candidates by the care of the Competition Committee.