

## Job Offer, Call 06022023

### Position: Project Management Assistant

**Location:** Bari, Italy

**Company:** IC2R Ltd is an Innovative SME working in Carbon Cyclic Economy through Carbon Recycling (CO<sub>2</sub> and waste biomass valorization).

**Position to be filled:** Project Management Assistant

**EU Funded Project:** DESIRED (Horizon 2020)

#### Knowledge required

\*English: Fluent in both writing and speaking (minimum level B1 obtained in UK)

\*Ability in reporting, documents writing. \*Familiarity with scientific terminology.

\*Minutes writing. Internal and external reports. \*Market enquiry. \*Letters of order of products.

\*Use of computer. \*Project-documents preparation. \*Archives organization.

\*Basic knowledge of accounting (for reading budgets and check of payments of invoices).

**Call expires: February 19, 2023 at 23.00 CET.**

**Practical test. The accepted Candidates (on the basis of the CV evaluation) will have access to the practical test consisting of:** \*writing of an order letter to a dealer in English; \*reading and translating of a text from English into Italian and from Italian into English; \*writing of a one-page report in English summarizing an event.

The Test will take place on February 24, 2023 at 10 am. The accepted Candidates will be notified by e-mail the place where the Test will take place.

**Send Application to:** [soccircsrl@pec.it](mailto:soccircsrl@pec.it) (only)

#### Position duration

Six months as per the present call. Possibly extended to the end of the Project, October 31, 2026, if confirmed.

#### Stipendium

As per the Italian National Contract of the Chemical Industry.

Level: starting F Level for 6 months, then E2 if the contract will be confirmed to the end of the Project.

**Time required:** Part time 50%. 3h 50 min per day (9 am-12.50 pm) for 5 days a week (Monday-Friday) for the first 6 months. To be negotiated to full time for the possible extension.

#### Place of work:

Tecnopolis-Casamassima (10 km away from Bari, Direct Bus connection from the City) and/or Bari.

**See the ANNEXES for the: *Application Form, List of documents that the Candidate has to send attached to the Application, Criteria of evaluation of Candidates.***

## **ANNEX 1**

### **Criteria of evaluation of Candidates.**

#### **Step 1:**

- High-School Diploma up to **10 points** (For Italian Candidates or Candidates from Countries which adopt the numerical system 0-100: final evaluation divided by 10, minimum for applying: 80; other numerical systems will be adapted to 100. In case of use of the Letters system(A-E): Minimum for applying: A; Please Report Honors).
- English certificate up to **10 Points**: *B1* 6 points, *B2* 7 Points; *C1* 8 Points; *C2* **10 points**.
- Previous Work experience: up to **10 points** (2 points per year or fraction).
- For passing to the Practical Test, the Candidate must reach a minimum of 15 points out of 30.

#### **Step 2:**

Minimum 21/30 for passing the practical test and language.

**Overall:** To be listed at least 36/60 as sum of Step 1 and Step 2.