



EUROPEAN STUDIES INSTITUTE

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The ESI vacancy

The European Studies Institute in Moscow, Russian Federation

The European Studies Institute (ESI) is an education and training Institute co-financed by the European Union and Russian Federation. It was established in 2006 at the Moscow State Institute of International Relations-University of the Ministry of Foreign Affairs of Russia. The ESI offers a Masters' programme in European Integration Studies to young civil servants, postgraduate students, NGOs representatives and private sector employees. It organises also short programmes on EU and EU-Russia relations and conferences, seminars and workshops on the same subjects. More information is available at www.eurocollege.ru (the website is mostly in Russian language).

To introduce internationally accepted academic and administrative practices the ESI wishes to recruit an:

Executive Deputy Director

The Executive Deputy Director works closely with the Director and reports to him. The Executive Deputy Director is appointed by the Governing Board. The Governing Board takes its decision by a two-thirds majority of all members with a right to vote. Power to dismiss the Deputy Executive Director is with the Governing Board, according to the same procedure. The term of the office of the Deputy Executive Director is two years and half and may be extended by the Governing Board for another period of up to two years and half.

Responsibilities:

The responsibilities of the Executive Deputy Director are:

- § Contributing to the review and oversight of annual budget forecasts, budget execution and financial reports of ESI activities;
- § Introducing and supervising the implementation of internationally accepted practices ensuring ESI's high academic standards.
- § Establishing close business-like relations and ensuring sustainable cooperation between the ESI and EU Institutions, leading universities and training institutions in the EU and think tanks.

In fulfilling his/her duties, the Executive Deputy Director will cooperate closely with the ESI Director. S/he will work cooperatively with MGIMO Accounting department and ESI Administration on budgetary issues and with the Academic Council and ESI chairs (EU law, policy and economic) on academic matters. S/he will maintain contact with well-known scholars, practitioners, politicians and officials in the EU.

Academic background

- University degree in law or economy, political science, public administration, etc is an absolute requirement.
- PhD degree or publications of equivalent level in field related to European Studies will be an advantage.

Knowledge and skills, including language skills

- S/he shall have good command of English and Russian languages.

- Knowledge of other EU languages will be a plus.
- Excellent communication and negotiation skills.
- Computer skills.

Professional Experience

- Minimum 5 year of professional experience in fields related to the job description in Education and/or Training Institution in the EU.
- Teaching experience in countries of the European Union in fields related to European studies will be an advantage.
- Experience in implementing projects is a plus.
- Previous experience in Russia will be considered an asset.

Additional requirement

The candidate shall be national of one of the EU Member States

Deadline to submit applications

24 September 2010

Documents to be submitted with the applications (the mail and e-mail addresses for sending the papers: 119454, Moscow, Russia, Pr. Vernadskogo,76, Director of the European Studies Institute at MGIMO (U); ESI.open.call@gmail.com).

- Application form.
- Curriculum vitae.
- Motivation letter.
- Certified copies of diplomas and degrees.

Evaluation modalities

- Applications will be reviewed on the basis of academic background, required knowledge and skills and relevance of professional experience.
- Oral interviews will only be held with pre-selected candidates.

Place of assignment

Moscow (Russian Federation) with possibilities of travelling to other regions of Russia and abroad, in particular to EU countries.

Earliest start date of the assignment

1 December 2010

Duration of the assignment

Two years and half, from December 2010 to June 2013 with a possibility of extending the assignment up to two years and half more.

Salary and allowances:

The successful candidate will be offered salary, accommodation, allowance and travels amounting to €70,000 per year.

Additional allowances may be foreseen.