Call for Applications
Post/s of Part-Time Research Support Officer I or II

SMSh.eu – ERASMUS+ Jean Monnet Networks 2015 Project
“European Integration, Small States and Health”

And
Any other projects undertaken by the Institute for European Studies

1. Applications are invited for a Research Support Officer to work on the “European Integration, Small States and Health” (SMSh.eu), a project financed by the ERASMUS+ Programme, and any other projects undertaken by the Institute for European Studies.

2. Applicants applying for the post, must be in possession of a first degree in Health Sciences or Social Sciences with sound research, writing and organisational skills. Candidates with a Master’s Degree in the same disciplines will be preferred.

The University of Malta is an Equal Opportunity employer.

3. The part-time post is for an initial period of one year and for an average of 20 hours per week, and carries an hourly rate as follows:

Research Support Officer I (applicants with a first degree) EUR10;
Research Support Officer II (applicants with a Master’s degree) EUR12.

4. Candidates should submit their letter of application, a copy of their curriculum vitae and copies of their certificates. Applications must be sent by e-mail to projects.hrm@um.edu.mt and should be received by not later than noon of Friday, 5th February 2016.

Late applications will not be considered.

N.B. Kindly indicate the Project/Department/Centre/Institute you are applying for.

5. Further information may be obtained from the Office for the Human Resources Management and Development, Room 215, Administration Building or from the website: http://www.um.edu.mt/hrmd/vacancies.

Office of the University,
Msida, 15th January 2016
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ERASMUS+ 2015 Project

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Further Information

1. The Research Support Officer will be responsible for the execution of a number of tasks related to SMSh.eu, a project financed by the ERASMUS+ Programme in which the Institute of European Studies is a partner, and any other projects undertaken by the Institute for European Studies. Further information about SMSh.eu may be obtained from Professor Roderick Pace at roderick.pace@um.edu.mt

2. The main duties and responsibilities of the appointee will consist of carrying out Research and Project Management Assistant duties including:
   a. produce deliverables and related reports within the stipulated time frames as specified in the project description;
   b. keep detailed progress reports and abide to all the conditions imposed by the project;
   c. endeavour in generating technical and scientific conference/journal papers;
   d. assist in the dissemination process with the Maltese industrial stakeholders via a workshop/seminar;
   e. travel and attend meetings/conferences as the need arises;
   f. take part in the submission of EU-funded research proposals to sustain related research beyond the funding of the project; and
   g. perform any other project related task as instructed by the project coordinator and key experts.

3. The appointee is expected to work at such places and during such hours as may be determined by the University authorities.

4. The selection procedure will involve:
   a. scrutiny of qualifications and experience claimed and supported by testimonials and/or certificates (copies to be included with the application); and
   b. an interview and / or extended interview.

5. The post is for an initial period of one year, which will be subject to a probationary period and to the provisions of the Statutes, Regulations and Bye-Laws of the University of Malta which are now or which may hereafter be in force.

Office of the University,
Msida, 15th January 2016