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UNITA GEIE Is seeking an expert for the role of Administrative Manager

In January 2023, the six universities of the **UNITA alliance** — the University of Turin, Université Savoie Mont Blanc, Université de Pau et des Pays de l'Adour, the University of Zaragoza, the University of Beira Interior, and the West University of Timișoara — signed the founding act of the **European Economic Interest Grouping (EEIG) UNITA Universitas Montium – UNITA GEIE**, the first of its kind in Europe. This signing marks a significant step in strengthening institutional collaboration among the alliance members and represents important progress toward the realization of a European University.

UNITA GEIE provides a concrete framework for experimenting with new forms of transnational cooperation and facilitating academic collaboration at the European level, in line with the European Commission's strategies on higher education. The main objective is to support the alliance's activities in its core institutional areas: education, research, and societal engagement.

UNITA GEIE aims to provide students with high-quality education and support research staff through reinforced, transdisciplinary partnerships that foster innovation across the participating territories, with a strong European dimension.

Today, UNITA GEIE includes two additional full partners — the Public University of Navarre and Transilvania University of Brașov — and one associate partner: the University of Applied Sciences and Arts of Western Switzerland (Haute École Spécialisée de Suisse Occidentale – HES-SO).

UNITA EEIG is a full partner of the **UNITA project**, co-funded by the European Union. For more information: <http://univ-unita.eu>

Workplace:

Partially online, with one or more days per week on-site in Turin, Italy.
The selected candidate will be employed by UNITA-GEIE.

Activities will be carried out within the framework of the UNITA European University.

Key Responsibilities:

- Monitoring and preparation of the forecast budget in collaboration with the General Director and relevant bodies; drafting of the annual financial statement in cooperation with an external consulting firm;
- Periodic preparation of financial and economic reports;
- Financial reporting for the UNITA project;
- Management and contracting of suppliers;
- Oversight and management of contributions and fees, in collaboration with the external consulting firm;
- VAT management and compliance with tax deadlines.



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Requirements:

The ideal candidate must:

- Hold a bachelor's degree in economics, law, or related fields;
- Be a native Italian speaker with excellent spoken and written English. Knowledge of an additional language among French, Spanish, Portuguese, or Romanian is considered a plus;
- Have excellent knowledge of Microsoft Office, particularly Excel;
- Have at least 2 years of experience in a similar role, in either the public or private sector;
- Have experience in the financial management and reporting of EU-funded projects;
- Demonstrate precision, reliability, and respect for deadlines.

Working hours, contract type, and duration:

Employment conditions can be agreed upon based on the candidate's availability, ongoing professional commitments, and relevant skills.

Both freelance collaboration and a fixed-term two-year employment contract (National Collective Labor Agreement – CCNL, Level 1) are possible.

An initial minimum commitment of 20 hours per week is required, with in-person work in Turin and possible remote work, depending on agreements and specific needs.

Availability: Immediate

How to apply: Please send your CV and a motivation letter to unita.geie@gmail.com by **11:30 p.m. (CEST) on June 6, 2025**.