

CEDR - NATIONAL ROAD ADMINISTRATION

Task Group Leader
ANAS SpA
Via Monzambano,10
00162 ROMA
ITALY

PROJECT TITLE : TD INNOVATION - TASK I7 FOR EDUCATION AND PROFESSIONAL DEVELOPMENT - JUNIOR SECRETARY

Main skills to be developed :

Junior Secretary will work within this Task, focusing on the coordination and support for TG_I7 activities. This is a great way for young professionals to increase personal and career development through enhancement of managerial, professional, technical and interpersonal skills, and by applying these in international environments.

The candidate will also increase her/his professional networking among the NRA and other European and international organisations, while improving foreign languages (especially English) and communication skills.

Location (City and Country)	National Road Administration of the candidate
Period	The minimum period for a posting is one year

DESCRIPTION

Mission and Context	<p>Junior Secretary of Task Group I7 on Education and Professional Development is a key figure for increasing the cooperation between CEDR members participating to the Task and improving the activities of the group.</p> <p>The main objective of TG_I7 is the implementation of a Joint Human Resources Programme to set up an exchange program for employees and an exchange program for university students, aimed at providing NRA's an effective tool to face challenges in attracting and retaining a highly skilled transportation workforce.</p>
Main Activities	<p>Task I7 Junior Secretary will focus on the coordination and support for Task Group I7 Education and Professional Development.</p> <p>As example:</p> <ul style="list-style-type: none">• Organizing international meetings• Establishing contacts with NRA's and other international organizations' referents• Attending relevant meetings and events• Working on specific Task Group activities• Supervising report preparation and publication• Promoting information exchange• Project posting online publication• Profiles and curriculum vitae analysis and matching activities• Provide material and support to "Information meetings" in specific Universities• Updating the Exchange Program software platform/ CEDR website

	<ul style="list-style-type: none"> Supporting HR functions administrative and practical aspects of employees and students Exchange Supporting the TG_I7
Reporting to (Name and title)	Functionally to Head of TG_I7 Administratively to manager in organization of origin

REQUIREMENTS

Skills	A member of staff from any discipline and any stage in their career. The candidate will preferably have some international experience, a good level of spoken and written English (and preferably some French). He will be available to travel and will be fairly self-reliant. Specific technical expertise in the subject is not a requirement but a general level for NRA activities is a plus.
Education	University degree.
Experience	At least three years of experience working within an NRA.
Other	We expect the job will take appoxemately 10 % of a full position. In some periods it will be high activity whilst there in other periods it will be rather low activity.

CONDITIONS

HOST COUNTRY		HOME COUNTRY	
Accommodation	<input type="checkbox"/>	Accommodation	<input type="checkbox"/>
International travel expenses*	<input type="checkbox"/>	International travel expenses*	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	Insurance	<input type="checkbox"/>
Living costs**	<input type="checkbox"/>	Living costs**	<input type="checkbox"/>

*Return trip from home country to host country, including return trips during the assignment if this is deemed necessary.

** Meant to cover all general expenses, such as meals and local transportation, based on the estimated costs of living in the relevant host country.

APPLICATION SECTION

If you want to apply to this Project, please send to the following email address : CEDRI7CV@stradeanas.it

- A cover letter
- A CV

And please contact the following

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HR Organization and Development Manager
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