

## **Job posting alla Fondazione Enel**

### **Position:**

Head of Institutional Capacity Building and Knowledge Dissemination Area at Enel Foundation (EF)

### **Role:**

Responsible for the organization, management and implementation of the activities of the EF Institutional Capacity Building and Knowledge Dissemination Area.

Place Rome (Italy)

### **Job description**

The person we are seeking will be responsible for the organization, management and implementation of the following EF activities: capacity building (training courses, study tours, grants & internships), events (workshops, seminars, conferences, etc.), communication (publications, website and web 2.0 tools) both internal (towards Enel Group) and external (towards third parties and public-at-large).

In carrying out his/her duties he/she will be leading a group of assistants and will need a high degree of coordination with the heads of EF research activities. He/she will act under the supervision of EF Director.

### **Characteristics we are seeking in our ideal candidate:**

Excellent organizational skills, team leadership, highly cooperative and proactive attitude, ability to manage complex and diverse programs.

Ability to nurture a network of international relations, both in the areas of competence and with academies.

Knowledge of energy-related themes and issues.

Qualified experience in at least two of the following three aspects: organizing training activities (frontal lecture and/or distance-learning), organizing high-level events (workshops and conferences), communicating activity results through prevalent dissemination tools (publications, website and web 2.0 tools, multimedia).

Outstanding knowledge of English and Italian languages is a must. Further knowledge of other languages, such as Spanish and/or Russian, would be considered a plus.

Academic background is also considered a strong plus.

Advanced knowledge of most common software suites (e.g. Microsoft Office) is also required.