

Florence, 13 November 2018

VACANCY NOTICE AD/SCOM/1/2018
coupled with a notice for an
OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS
aimed at setting up a reserve list in order to fill future vacant posts within the
European University Institute

Position title:	Communication Specialist
Unit:	Communications Service
Type of contract:	Contract Agent (Article 3a of the Conditions of Employment of Other Servants)
Grade:	FG IV
Place of employment:	Florence, Italy
Duration of contract:	Up to five years, renewable not more than once for a fixed period of up to five years. Any further renewal shall be for an indefinite period. In addition, a member of the contract staff may take part in internal competitions for temporary or permanent posts after three years of service.
Closing date for applications:	7 January 2019 at 24:00 Central European Time

1. THE ORGANISATION

The **European University Institute (EUI)** is an academic institution set up in 1972 by the then Member States of the European Union, providing doctoral training in Law, Economics, History and Civilisation and Political and Social Sciences with special reference to Europe. In addition to the departments, the Institute includes the Robert Schuman Centre for Advanced Studies (RSCAS), which focuses on interdisciplinary, comparative and policy research, the Max Weber Programme for Post-doctoral Studies, which prepares fellows for a career in academia, and the School of Transnational Governance, which sets out to study, debate and teach matters pertaining to governance beyond the State. The Institute also hosts the Historical Archives of the European Union. The EUI is not an EU Institution or body, but an inter-governmental organisation, funded directly by the signatory states, partly by the European Commission and to some extent through external funding. The EUI provides a multinational work environment in an intellectually stimulating atmosphere.

The Institute has recently re-stated its strategic objectives, and communication has become a priority with a view to attracting new talent, to properly disseminate the excellent research that is done at the EUI, and to help bridge the gap between Academia and the world of policy.

Against this background, the **Communications Service** steers and coordinates the EUI's internal and external communication strategies. The team handles the EUI's public and media relations efforts, produces the Institute's central publications and main web pages, and manages its social media presence. It plans or supports the organisation of major events promoting our research activities and other initiatives reaching out to the EUI community and beyond. It is also in charge of coordinating the relations of the Institute with its thriving Alumni community. Finally, over the coming months it will devote a lot of its efforts to establishing the presence of the School of Transnational Governance, and to promoting its visibility on the global academic landscape.

The Communications Service produces and disseminates information about EUI academic programmes, research, news and events to faculty, staff, researchers, alumni, our diverse audiences in the social sciences community, policy makers, the press, and other stakeholders. In the field of internal communications, the Service works with the academic staff and administration in implementing the

Institute's main objectives. It also aims to inform our members of developments important to the EUI community as a whole.

The Service offers training, tools, and support to our members in the areas of digital communication and web, academic communication, and editorial design and lay-out.

2. DESCRIPTION OF RESPONSIBILITIES

The EUI is looking for a Communication Specialist to assist the Director of the Service and the Publication Officer in the implementation of the new ambitious EUI communications strategy. Under their guidance, the suitable candidate will be responsible for internal and external communications, press and public relations, and the organisation of events and campaigns.

The Communication specialist will help strengthen the consistency of overall EUI communication, ensuring a proper coordination with the EUI departments, services and centres in the implementation of the Institute's strategy. In this respect, a particular focus will be on the development of innovative approaches and creative tools to promote the work of the School of Transnational Governance. S/he will also be involved in the running of the EUI's corporate blog.

Description of responsibilities:

- Planning, developing and implementing written and audiovisual content for internal and external communications projects including, but not limited to, newsletters, presentations and articles, for print or electronic dissemination on multiple platforms, including web and social media;
- Supporting the EUI academic community in communicating research output in a coherent and effective manner to various stakeholders;
- Contributing to the organisation of events and campaigns to promote EUI research and training programmes (e.g. Ph.D. recruitment).
- Writing and sending press releases, liaising with and monitoring national and international press;
- Developing EUI press relations, handling media requests, maintaining the database of press contacts, and monitoring the EUI's presence in the media;
- Monitoring the EUI contacts' database and carrying out mailing campaigns;
- Working with communications team members across the Institute to coordinate all communications efforts;
- Planning and coordinating medium/large scale events;
- Helping develop and executing internal and external communications strategies.

3. ELIGIBILITY CRITERIA

On the closing date for online applications, candidates must fulfil all the following general and specific conditions:

3.1 General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties.

3.2 Specific conditions

3.2.1 Education (Qualifications)

A level of education which corresponds to completed university studies of at least three years attested by a diploma.

3.2.2. Professional experience

By the deadline for applications, and in addition to the qualifications required above, candidates must have at least **four years** of relevant professional experience gained after obtaining the diploma required under 3.2.1.

3.2.3 Knowledge of Languages

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

4. SELECTION CRITERIA

Essential:

- University degree or diploma in the social sciences, communication studies, humanities or other field relevant to this post;
- At least four years of experience in relevant positions;
- Proven experience in communicating research output and academic content to a non-specialist public;
- Experience in using Content Management System (CMS) e.g. wordpress, and social media;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous:

- Experience with video editing software and/or proficiency in the use of graphic software, e.g. Photoshop, In Design;
- Work experience in an academic institution, and/or in an international environment;
- Knowledge of additional languages of the European Union.

5. APPLICATION PROCEDURE & SCREENING PROCESS

Applications must be submitted electronically using the AD/SCOM/1/2018 online application form available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts> at the latest by 07/01/2019 at 24.00.

Only complete applications submitted online will be accepted and considered. Applications received by e-mail, fax or post will not be considered. In order to avoid any technical constraints, we advise you to submit your application well ahead of the deadline.

The Selection Board will screen the documents of applicants with reference to the above-mentioned eligibility criteria as well as to the essential and advantageous selection criteria and will on the basis of these findings establish a shortlist.

Only shortlisted candidates will be invited for the interview and tests.

Candidates will be disqualified if they:

- do not complete the registration by the deadline;
- do not send a complete application;
- do not meet all the eligibility criteria on the closing date for online applications;
- do not provide all the required supporting documents at any stage of the procedure where these are requested.

If at any stage of the procedure, it is found that any of the information given in the application is false or not evidenced by the appropriate supporting documents, the candidate will be disqualified from the competition.

Contact: applyjob@eui.eu

Candidates who are not shortlisted will be duly notified by the Human Resources Service, once the decision on the appointed candidate has been taken by the Appointing Authority.

6. SELECTION PROCESS

The Selection Board will assess and score each eligible application according to the essential and advantageous selection criteria laid down in this vacancy notice. It is envisaged that the 7 highest-scoring candidates will be invited for an interview and tests. All candidates having a score equal to the 7th highest scoring candidate will be included in the shortlist.

6.1 Assessment method

Shortlisted candidates will be subject to

- an interview assessing the candidate's skills and knowledge relevant to the post;
- other assessments, including a written test;
- an English language test.

Further information about the testing process will be provided in the invitation letter.

6.2 Interview

The interview will be conducted mainly in English (knowledge of other EU languages may also be tested). Mother tongue English speakers will be expected to demonstrate their knowledge of a second EU language.

Assessment on the basis of qualifications and marking of tests:

- Marking: 0 to 20 for the assessment on the basis of qualifications;
- Marking: 0 to 20 for the written test;
- Marking: 0 to 10 for the language skills;
- Marking: 0 to 50 for the interview by the Selection Board.

6.3 Reserve list

This competition is primarily aimed at setting up a reserve list in order to fill the specific position advertised. However, the reserve list may also be used to fill similar vacant positions in other units of the European University Institute.

The names of the candidates included in the reserve list will be published on the EUI Web site: <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

A successful candidate may explicitly request that his/her name not be published. Any such request must reach the EUI before the candidate is notified of the outcome of his/her application, and in any case no later than seven calendar days after the date of the tests and interview.

Candidates on the reserve list are not guaranteed recruitment.

The validity of the reserve list is twelve months from the date of publication on the EUI website. The EUI reserves the right to extend the validity of the reserve list one or several times and will communicate any such extension by publishing it on the website.

Whenever a vacancy occurs the EUI will select a short-list of candidates to interview for that particular job. Candidates will be contacted by email or by registered letter with confirmation of receipt.

Candidates are reminded that the work of the Selection Board is confidential. It is thus forbidden to make any contact with the members of the Board, either directly or indirectly, at any stage of the selection procedure. Any infringement of this rule will lead to disqualification from the selection procedure.

Candidates should not encourage third parties either to contact the Selection Board on their behalf. Any infringement of this rule may lead to disqualification of the candidate.

7. CONDITIONS OF EMPLOYMENT

Type of contract:

The successful candidate will be appointed by the Appointing Authority as a contract agent of type 3a at grade FGIV, pursuant to Title IV of the Conditions of Employment of Other Servants. He/she will be offered a contract of up to five years, renewable not more than once for a fixed period of up to five years. Any further renewal shall be for an indefinite period.

The successful candidate will be asked to serve a probationary period of nine months.

The place of employment is Florence, where the EUI is located.

Remuneration:

The net monthly salary after taxes in the lowest grade (FG IV 13) is approx. Euro 2,794. In addition to the salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The EUI has its own social security and pension scheme. Under certain circumstances, in particular where the selected candidate is obliged to change his/her place of residence in order to take up employment, the EUI may also reimburse various expenses incurred on recruitment, notably removal expenses.

Further information about remuneration and benefits can be found in Annex I.

8. EQUAL OPPORTUNITIES

The European University Institute is an equal opportunity employer in accordance with Article 1d of its Staff Regulations. It accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

9. DATA PROTECTION

The purpose of processing of the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure.

The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 40 of 27 August 2013 regarding Data Protection at the EUI](#)). This applies in particular to the confidentiality and security of such data.

10. COMPLAINTS AND APPEALS

If at any stage of the selection procedure, the candidate considers that his/her interests have been prejudiced by a particular decision, he/she can take the following action:

- **Request for review**

In assessing candidates' merits, the selection board observes the principle of equal treatment as well as the provisions governing the Competition procedure and the Board's proceedings.

If a candidate nevertheless believes that one of these principles has not been applied in his/her case, he/she has the right, within **ten calendar days** from when the e-mail informing him/her of the decision is sent, to send a letter by e-mail stating his/her case to the e-mail address: applyjob@eui.eu.

- **Appeal procedures**

If, at any stage of the competition, the candidate considers that the Human Resources Service or the Selection Board have acted unfairly or have failed to comply with:

- the rules governing the competition procedure, or
- the provisions of the competition notice,

and that his or her interests have been prejudiced as a result, the candidate can take the following actions:

1. Submit a **formal complaint** to the Principal under Article 1(2) of the Common Provisions for the Teaching and Administrative Staff
2. Submit a **judicial appeal** before the Organ of First Instance

Please note that appeals concerning an error of assessment relating to the general eligibility criteria are not matters for which the competition's selection board is responsible and shall only be admissible before the Organ of First Instance if an administrative complaint has previously been lodged under article 1, paragraph 2 of the EUI Staff Regulations.

More information on the complaint procedure and on further means of appeal under the EUI's judicial review framework available at:

<http://www.eui.eu/ServicesAndAdmin/PersonnelService/RulesRegulations/ComplaintsAppeals.aspx>

Annex I

Remuneration and benefits

The following table provides examples of monthly salaries taking into account some possible scenarios:

Type of contract	Contract agent – FGIV, grade 13 (basic salary - with no professional experience)
Basic salary (net)	Euro 2,794 (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro 3,250 (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro 4,062 (after taxes and social security contributions)

Salaries and allowances are exempt from national taxation in Italy and in the EUI Contracting States, but are subject to a tax (deducted at source) for the benefit of the Institute.

Summary of Conditions of Employment and Benefits

- Annual leave entitlement of 2 days per calendar month plus additional days for distance from place of origin and an average of 17 days of EUI holidays per year;
- Flexible working hours;
- Training and development programme;
- EUI Pension Scheme ;
- EU Joint Sickness Insurance Scheme for staff member and dependent family;
- Accident and occupational disease insurance coverage;
- Expatriation or foreign residence allowance of 16% or 4%, depending on circumstances;
- Household allowance;
- Dependent child allowance;
- Pre-school allowance (for children aged less than 6);
- School allowance (for children up to the age of 26 in educational or vocational training);
- Installation allowance and reimbursement of removal costs, if applicable;
- Other benefits.