

## Secretary General of the European University Institute

The European University Institute (EUI) is seeking to appoint a new Secretary General. Appointment to this senior post will be made by the Institute's High Council.

According to the Convention setting up the European University Institute, the President shall direct the Institute and be responsible for its administration. The Convention also states that a Secretary General will assist the President in performing his/her organisational and administrative duties.

The primary task of the Secretary General is to assist and advise the President in all institutional external affairs and diplomatic matters, including EU institutions, and to undertake all tasks delegated to him/her on directing the EUI administration

More specifically:

- Liaison with Italian authorities (national, regional and local) on all matters relating to the Institute, including those aspects linked to the buildings granted to the EUI by Italy.
- As appropriate, liaison with authorities in EU Member States, associated countries, EU institutions and Third States.
- Participation in the fundraising programme to support the Institute's activities.
- The implementation, coordination and "following-through" of all administrative (legal and financial) and infrastructural matters of the Institute.
- Responsibility for other tasks assigned by the President or High Council.

The Institute is seeking an outstanding candidate with the following skills and experience:

- Familiarity with Italian and EU Institutions and their *modi operandi*;
- Strategic, conceptual, organisation and diplomatic skills;
- Familiarity with the world of higher education and research;
- Decision-making and interpersonal skills, including the ability to cooperate with academic staff;
- Substantial leadership and senior management experience in a national or international institution;
- Excellent communication skills, both oral and written, and experience with the media;

- Fluency in several European languages, including perfect command of Italian.

The major functions of the holder of this post will include close association with the President, responsibility for the general administration of the Institute and cooperation with the Institute's academic staff.

The EUI is an equal opportunity employer and encourages applications from both genders.

The EUI offers a competitive salary and benefits package to the successful applicant.

The Search committee for this post would like to receive applications from suitably qualified candidates, or suggestions for its consideration concerning suitable candidates who might be approached.

Candidates should apply directly to the EUI, with a full CV enclosed. Interviews (short-listed candidates only) will be held on 11 and 12 November 2016. Unavailability for the interview will be an exclusion criterion.

Short-listed candidates will be asked to present a statement addressing the principal tasks taken on by the Secretary-General of the EUI. Information on the main programmes and activities of the EUI can be found in the Institute's comprehensive [reports](#).

Applications should be sent electronically to: [applySG@EUI.eu](mailto:applySG@EUI.eu).  
Closing date for applications: October 27, 2016

Salary/contractual information can be requested from the Director of the Budget and Financial Affairs Service: [roberto.nocentini@eui.eu](mailto:roberto.nocentini@eui.eu)