

A vacancy will occur before the summer of 2011 for the post of Secretary-General of the European University Institute owing to the departure of the current Secretary-General. Appointment to this senior post will be made by the Institute's High Council.

Under the general direction of the Principal, the particular duties of the Secretary-General include:

- The implementation, coordination and "following-through" of all administrative (legal and financial) and infrastructural matters in the Institute.
- 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.
- Participation in the fund raising programme to support the Institute's activities.
- As appropriate, liaison with authorities in EU Member States, associated countries, and EU Institutions.
- Responsibility for other tasks assigned by the Principal or High Council.

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

- substantial leadership and senior management experience in a national or international institution, and familiarity with higher education;
- decision-making and interpersonal skills including the ability to co-operate with the academic staff;
- strategic, conceptual, organisational and diplomatic skills;
- excellent communication skills, both oral and written and experience with the media
- familiarity with Italian and EU institutions and their *modi operandi*;
- fluency in several European languages including Italian.

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

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.

Applications or suggestions, with appropriate curriculum vitae, should be received by 1 March 2011. Interviews are foreseen in early May 2011.

Applications should be sent, marked *private and confidential*, to: José Borrell Fontelles, Principal of the European University Institute, Badia Fiesolana, Via dei Roccettini 9, 50014, S. Domenico di Fiesole (Florence), Italy, or by electronic mail: ApplySG@EUI.eu

Salary information can be requested from the Head of the Budget and Financial Affairs Service: roberto.nocentini@eui.eu