

Florence, 17 October 2012

**RESERVE LIST IUE/7/2012**

**VACANCY NOTICE N°1  
following Article 2 of Principal's Decision N°14/2012  
laying down a procedure for the use of reserve lists**

**Nature of post:** 1 contract post – FGII – Secretary/Administrative assistant

**Unit to which post is attached:** Department of Political and Social Sciences

**Duration of contract:** three years, with possibility of renewal.

**Description of duties:** the contract staff member will be in charge, under the supervision of permanent or temporary staff, of secretarial tasks, office management and other equivalent tasks.

**Procedure:** the Head of the recruiting unit, in consultation with other interested parties, if necessary, and with a representative of the Personnel Service, shall select one or more candidates placed on the reserve list IUE/7/2012 and invite them for an interview<sup>1</sup> to assess their suitability for that specific post. A member of the Staff Committee of the Institute shall also take part in the interview.

(signed)  
Marise Cremona

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<sup>1</sup> Candidates will be interviewed by phone or in person.