

Florence, 03/03/2010

**OPEN COMPETITION IUE/1/2010
ON THE BASIS OF QUALIFICATIONS AND TESTS**

**aimed at setting up a reserve list in order to fill future vacant posts at the
Historical Archives in the framework of the externally-funded project "DORIE"**

Nature of posts: contract posts – FGII – Documentalist

Place of work: Historical Archives of the European Union

Duration of contracts: three years, with possibility of renewal (subject to availability of funding through the European Commission's project "DORIE")

Description of duties: the contract staff member will be in charge, under the supervision of the Director of the Historical Archives, of receiving, arranging, indexing and publishing on the web records belonging to the Inter-institutional database of the European Commission DORIE; liaising with the Info-doc Centre and IT services, responsible for the database at the European Commission; researcher assistance in the reading room of the Archives, and other equivalent tasks.

Qualifications required:

- Being a national of a Member State of the European Union, or a national of third countries having acquired the status of long term resident on the basis of the EU Directive 2003/109/EC;
- Post-secondary education attested by a diploma or secondary education attested by a diploma and appropriate professional experience of at least three years;
- Familiarity with cataloguing rules and/or history of the European integration process, attested by a diploma, or equivalent experience;
- Work experience in a university or research environment will also constitute an advantage;
- Familiarity with the use of computers and office automation software;
- Ability to work as part of a multinational team;
- Good knowledge of English and another language of the European Union; knowledge of French will constitute an advantage.

Selection process:

Candidates shortlisted by the Selection Board will be invited for

- a language test
- a computing test
- an interview, enabling assessment of the candidate's ability to carry out the tasks of the posts and to work in an international academic institution.

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 language test;

Marking: 0 to 20 for the computing test;

Marking: 0 to 40 for the interview by the Selection Board.

Publication and validity of the reserve list:

The highest scoring candidates will be placed on the reserve list which will be published on the EUI website (<http://www.eui.eu/About/JobOpportunities/Index.aspx>). By submitting their application, candidates acknowledge and give their explicit consent to this procedure, according to the Data protection regulation in force at the EUI (President's Decision n. 32 of 27 November 2008).

Candidates on the reserve list are not guaranteed recruitment, since this depends on the number of posts that may fall vacant.

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 extension by publishing it on the website.

Whenever a vacancy occurs, the EUI will publish it on the EUI website and make a job offer to the first available candidate(s) on the reserve list, in conformity with the priority ranking. Candidates will be contacted by e-mail or by registered letter with return receipt.

The net monthly salary:

The net monthly salary after taxes is approx. euro 2,030. In addition, when conditions as laid down by the Statutes are applicable, there are family allowances - household allowance, dependent child allowance, education allowance – and expatriation allowance (approx. 16% of salary).

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The European University Institute is an equal opportunity employer.

Applications must be submitted electronically using the IUE/1/2010 online application form. Applications received by e-mail, fax or post will not be considered.

Contacts: E-mail: applyjob@eui.eu

DEADLINE FOR RECEIPT OF APPLICATIONS: 07/04/2010


Marco DEL PANTA