

Florence, 06/07/2010

**VACANCY NOTICE IUE/3/2010
coupled with a notice for an
OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS**

Nature of post: 1 contract post– FG II – Archivist/Records Manager

Unit to which the post is attached: Historical Archives of the European Union

Duration of contract: one year, with possibility of renewal

Description of duties: The contract staff member will be in charge under the supervision of the Director of the Historical Archives, of receiving, arranging, describing, indexing and publishing on the web European institutional archives; reference service at the Archives desk.

In addition to these duties the employee will be requested to manage the records management system of the EUI (RAME), including the following tasks:

- Drawing up or updating, for each administrative unit and academic department, a classification scheme, retention schedule and management tools for current and intermediate archives; providing support for archives to unit correspondents in their routine tasks;
- Selecting, filing and describing the EUI current and intermediate archives both electronic and paper-based;
- Developing and monitoring the evaluation and preservation protocols for ensuring that historical valuable documentation will continue to be available in the long term;
- Identifying and selecting which data in existing EUI recordkeeping systems need to be converted to EDMS (Electronic Document Management System).

A. Eligibility criteria

- Being a national 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;
- Good knowledge of two languages of the European Union.

B. Selection criteria

Essential:

- Records–filing skills, attested by a diploma, or equivalent professional experience;
- Good knowledge of English;
- Good working knowledge of office automation software;
- Ability to work as part of a multinational team in an international environment.

Desirable:

- Knowledge of international standards for archival description (ISAD and ISAAR);
- Work experience in a university or research environment;
- Knowledge of additional languages of the European Union, particularly French.

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.

The net monthly salary:

The net monthly salary after taxes is approx. Euro 2,040. 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).

The European University Institute is an academic institution set up in 1972 by the Member States of the European Union charged with research and postgraduate training in Law, Economics, History and Civilisation and Political and Social Sciences with special reference to Europe. The Institute is not an EU Institution, but an intergovernmental organization, funded directly by signatory states, partly by the European Commission and to some extent through external funding (<http://www.eui.eu>).

The European University Institute is an equal opportunity employer.

Applications must be submitted electronically using the IUE/3/2010 [online application form](#). Applications received by e-mail, fax or post will not be considered.

The name of the appointed candidate and, if applicable, of candidates included in the reserve list will be published on the EUI Web site. 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).

Contacts: E-mail: applyjob@eui.eu

DEADLINE **FOR RECEIPT** OF APPLICATIONS: **31/08/2010**

(signed)
Marco DEL PANTA