



Florence, 08/01/2015

VACANCY NOTICE IUE/1/2015
coupled with a notice for an
OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS

POSITION TITLE	HR Director
GRADE	AD9-AD10 (depending on the profile and professional experience of the successful candidate)
UNIT(SERVICE) TO WHICH THE POST IS ATTACHED	Human Resources
REPORTING TO	PRESIDENT AND SECRETARY GENERAL OF THE INSTITUTE
TYPE OF CONTRACT	TEMPORARY AGENT (Type 2g of the Conditions of Employment of Other Servants - CEOS)
PLACE OF EMPLOYMENT	FLORENCE, ITALY
CLOSING DATE FOR APPLICATIONS	16/02/2015

The EUI is organising a selection procedure for the position of **Director of Human Resources**.

Duration of the contract: four years, renewable for a fixed period of four years. On expiry of the renewed contract, the temporary agent may be appointed as a permanent employee by decision of the EUI's President in his capacity as Appointing Authority. Exceptionally, a permanent position may be offered on expiry of the initial four-year contract.

The online application period will end on **16/02/2015** at **24:00** GMT+1 (CET, Central European Time).

1. THE ORGANISATION

The **European University Institute** (EUI) is an academic institution set up in 1972 by the then 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 or body, but an intergovernmental and international organisation, funded directly by signatory states, partly by the European Commission and to some extent through external funding. The EUI provides a multinational work environment in an intellectually stimulating atmosphere.

2. DESCRIPTION OF RESPONSIBILITIES

Nature of duties:

The EUI is looking for a dynamic, innovative and experienced individual to take on the responsibility for the development and implementation of human resources strategies and policies in an international environment. Leading a small and committed team currently consisting of seven persons, the HR Director will play a key role in enhancing the motivation, skills and professional development of staff across the Institute through appropriate policies and procedures.

More specific duties include:

- Ensuring an effective management and development of the EUI's Human Resources (HR), through recruitment, performance management, competences and career development;
- Providing strategic advice and guidance on HR matters to senior management, and proposing the review and further development of policies and operational procedures;
- Managing, developing and motivating the HR team (seven staff members) to deliver a high-level customer service in HR in all parts of the organization;
- Managing the EUI General Training and Development Programme;
- Supporting sustained and effective social dialogue, incl. assistance to the President and the Secretary-General in negotiations with the Staff Associations;
- Maintaining and developing good working relations with the EUI Contracting States in all areas of HR;
- Promoting internal HR-related communication;
- Liaising with the EU institutions and with other EU bodies on HR related issues;
- Ensuring that the EUI fully conforms with the applicable EUI Staff Regulations and implementing rules (e.g. in the area of individual rights management);

The HR Director will report to the President and to the Secretary General.

3. ELIGIBILITY CRITERIA

By the deadline for online applications, candidates must fulfil all the following general and specific conditions:

3.1 General conditions

- Being a national of a Member State of the European Union;
- Enjoy full rights as a citizen attested by a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post;
- Have fulfilled any obligations imposed by the laws on military service;
- Be physically fit to perform the duties.

3.2 Specific conditions

3.2.1 Education (Qualifications)

- a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four (4) years or more; or
- a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one (1) year when the normal period of university education is at least three (3) years. This professional experience will be part of the diploma and will not be taken into account in the required numbers of professional experience under 3.2.2.

3.2.2 Professional experience

By the deadline for applications, and in addition to the qualifications required above, candidates must have at least 5 years of proven administrative professional experience gained after obtaining the diploma required under 3.2.1.

3.3 Knowledge of Languages

- Main language: have a thorough knowledge of one official language of the European Union
and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of his/her duties.

4. SELECTION CRITERIA

Essential:

- 3 years of work experience in Human Resources management;
- Ability to promote a user-oriented culture in all areas of administration and management;
- Experience of HR management in a multicultural environment;
- Negotiation skills and proven experience with social dialogue;
- Excellent communication and presentation skills, both orally and in writing, in English;
- Leadership and proven track of managing changes in international organisations;
- Strong analytical skills and capacity to provide advice on a broad range of HR and organizational matters;
- Proven ability to work under stress;
- Ability to manage a team, to motivate and develop staff, and to distribute work and resources.

Advantageous:

- University degree in a field relevant to this post (i.e. human resources management, public or business administration, law or related area) or an equivalent level of professional qualification in a relevant field;

- Knowledge of the Staff Regulations and implementing rules applicable to EU Institutions and Agencies, and experience in the implementation thereof;
- Work experience in a university environment;
- Knowledge of additional EU languages.

5. APPLICATION PROCEDURE & SCREENING PROCESS

Applications must be submitted electronically using the IUE/1/2015 online application form available at <http://www.eui.eu/About/JobOpportunities/AdministrativePosts.aspx> at the latest by 16/02/2015 at 24.00 (please see also the specific guidelines under section 19 “Important information” of the application form).

Only complete applications will be accepted and considered. Applications received by e-mail, fax or post will not be considered.

A large number of applications may be received, therefore in order to avoid any technical constraints, we advise you to submit your application well ahead of the deadline.

The Selection Board will screen the documents of applicants with reference to the above-mentioned eligibility criteria as well as to the essential and advantageous selection criteria and will on the basis of these findings establish a shortlist.

Only shortlisted candidates will be invited for the written and oral tests and for the interview.

Candidates will be disqualified if they:

- do not complete the registration by the deadline
- do not send a complete application
- do not meet all the eligibility criteria on the closing date for online applications
- do not provide all the required supporting documents at any stage of the procedure where these are requested.

If at any stage of the procedure, it is found that any of the information given in the application is false or not evidenced by the appropriate supporting documents, the candidate will be disqualified from the competition.

Contact: applyjob@eui.eu

Information to Candidates:

Candidates who will not be shortlisted will be duly notified by the Personnel Service, once the Decision on the appointed candidate has been taken by the Appointing Authority.

6. INFORMATION DAY

All shortlisted candidates will be required to attend an information session at the EUI. Information will be given by various EUI staff members (different than the members of the Selection Board) who will provide information on the EUI’s mission, services and environment.

7. SELECTION PROCESS

A limited number of candidates (no more than 7), as shortlisted by the Selection Board, will be invited for:

7.1 Written and Oral tests comprising:

- a strategic paper, aimed at assessing the candidate's skills and knowledge relevant to the post;
- an oral language test

7.2 Interview

The interview will be conducted mainly in English (knowledge of other EU languages may also be tested). Mother tongue English speakers will be expected to demonstrate their knowledge of a second EU language.

The purpose of the interview will be to test the candidate's capacity to

- take on the responsibilities required by the post (max.25 points)
- test the communication skills required to work in an international academic institution (max.15 points)
- assess the personality and motivation of the applicants (max.10 points)

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 strategic paper;

Marking: 0 to 10 for the language test;

Marking: 0 to 50 for the interview by the Selection Board

The names of the selected candidate and, if applicable, of candidates included in the reserve list will be published on the EUI Web site:

<http://www.eui.eu/About/JobOpportunities/AdministrativePosts.aspx>

Important Information for Candidates:

Candidates are reminded that the work of the Selection Board is confidential. It is thus forbidden to make any contact with the members of the Board, either directly or indirectly, at any stage of the selection procedure. Any infringement of this rule will lead to disqualification from the selection procedure.

Candidates should not encourage third parties either to contact the Selection Board on their behalf. Any infringement of this rule may lead to disqualification of the candidate.

8. CONDITIONS OF EMPLOYMENT

Type of contract:

The successful candidate will be appointed by the Appointing Authority as a temporary agent at grade **AD9-AD10**, pursuant to Title II of the Conditions of Employment of Other Servants, for an initial period of four years, with the possibility to be renewed for a fixed period of four years. On expiry of the renewed contract, the temporary agent may be appointed as a permanent employee by decision of the EUI's President in his capacity as Appointing Authority. The precise level of the grade will be determined on the basis of the profile and professional experience of the successful candidate.

The successful candidate will be asked to serve a probationary period of nine months. The place of employment is Florence, where the EUI is located.

Remuneration:

The net monthly salary, depending on the profile and professional experience of the selected candidate, ranges between approx. Euro 5,900 and Euro 6,520 (after taxes and social security contributions). In addition to the salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance¹), dependent child allowance and education allowance. The EUI has its own social security and pension scheme. Under certain circumstances, in particular where the jobholder is obliged to change his/her place of residence in order to take up employment, the EUI may also reimburse various expenses incurred on recruitment, notably removal expenses.

9. SECONDMENT FROM EU INSTITUTIONS AND BODIES (INCLUDING EU AGENCIES) OR OTHER INTERNATIONAL ORGANISATIONS

The EUI has developed (and is in the process of further expanding) specific collaboration links with the EU institutions and bodies (including the EU agencies) as well as other International Organisations devoted to furthering the European Union's interests. In that respect, attention is drawn to the fact that established officials and -if applicable- other servants of the European Union as well as established staff members of other International Organisations in case they succeed in this competition may be able to benefit from secondment opportunities as provided by their parent institution and subsequently agreed by the EUI in its capacity as host organisation. Under specific circumstances, the secondees may be able to retain their salary under the respective modalities of the parent organisation and any relevant agreement with the EUI. However, this will not apply if the EU official or staff member of another international organisation is assigned the administrative status of leave on personal grounds, in which case the grade and salary offered by the EUI will be within the margins indicated in the present vacancy notice.

¹ As a general rule, the expatriation allowance is paid to non-Italian contract holders.

10. EQUAL OPPORTUNITIES

The European University Institute is an equal opportunity employer in accordance with Article 1d of its Staff Regulations. It accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

11. DATA PROTECTION

The purpose of processing of the data you submit is to manage your application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure.

The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 40 of 27 August 2013 regarding Data Protection at the EUI](#)). This applies in particular to the confidentiality and security of such data.

12. COMPLAINTS AND APPEALS

If at any stage of the selection procedure, the candidate considers that his/her interests have been prejudiced by a particular decision, he/she can take the following action:

- **Request for review**

In assessing candidates' merits, the selection board observes the principle of equal treatment as well as the provisions governing the Competition procedure and the Board's proceedings. If a candidate nevertheless believes that a decision taken by the selection board disobeys one of these principles in his/her case, he/she has the right, within **ten calendar days** from when the e-mail informing him/her of the decision is sent, to request a review of this decision by sending a letter by e-mail stating his/her case to the e-mail address: applyjob@eui.eu.

The candidate shall quote in the subject line of his e-mail:

- The reference number for this competition
- The candidate/ application number
- "Request for review"
- What stage of the selection the candidate's complaint concerns

If a request for review comes within the selection board's remit, the secretariat of the selection board, will forward the request for review to the Chair of the Selection Board and a reply will be sent as soon as possible from the Personnel and Administration Service following the indications received from the Selection Board.

More information on the request for review available under Section 4 of the Guidelines to Competitions for posts at the EUI available at:

<http://www.eui.eu/Documents/ServicesAdmin/PersonnelService/Administrative/2013/PD53-2013EUIGuidelinesRecruitment.pdf>

- **Appeal Procedures**

If, at any stage of the competition, the candidate considers that the Administration and Personnel Service or the Selection Board have acted unfairly or have failed to comply with:

- the rules governing the competition procedure, or
- the provisions of the competition notice,

and that his or her interests have been prejudiced as a result, the candidate can take the following actions:

1. Submit a **Formal Complaint** to the Principal under Article 1(2) of the Common Provisions for the Teaching and Administrative Staff at the following address:

The Principal
European University Institute
Badia Fiesolana
Via dei Roccettini 9
I-50014 San Domenico di Fiesole

The complaint should clearly quote:

- “complaint under Article 1(2) of Common Provisions for the Teaching Staff and Administrative Staff”
- the candidate/application number
- the reference of the selection procedure,
- the stage of the selection procedure to which it refers.

2. Submit a **judicial appeal** before the Organ of First Instance addressed to:

Secretary of the Organ of First Instance and of the Appeals Board
c/o Internal Audit Service
European University Institute
Badia Fiesolana
Via dei Roccettini 9
I-50014 San Domenico di Fiesole
eui.appeals@eui.eu
Tel. 0554685652/0554685431

Please note that appeals concerning an error of assessment relating to the general eligibility criteria are not matters for which the competition’s selection board is responsible shall only be admissible before the Organ of First Instance if an administrative complaint has previously been lodged under article 1, paragraph 2 of the EUI Staff Regulations.

More information on the complaint procedure and on further means of appeal under the EUI’s judicial review framework available at:

<http://www.eui.eu/ServicesAndAdmin/PersonnelService/RulesRegulations/ComplaintsAppeals.aspx>

<http://www.eui.eu/Documents/ServicesAdmin/PersonnelService/Administrative/2013/PD53-2013EUIGuidelinesRecruitment.pdf>