

Secretary General of the European University Institute

Florence, 28 February 2025
Reference: **V/SG/SG/1/2025**

The European University Institute (EUI) is seeking to appoint a new Secretary General. This senior appointment will be made by the Institute's High Council, its highest decision-making body. The Secretary General assists the President in overseeing the Institute's governance, strategic operations, and external relations. This role carries primary responsibility for ensuring the efficiency, integrity, and high standards of the administrative structures that support the EUI's research and education mission. The Secretary General also plays a key role in institutional decision-making and policy implementation, ensuring alignment with the Institute's strategic objectives.

The Secretary General will:

- Lead and manage external relations with institutional stakeholders, including EU Member States and European Union bodies.
- Coordinate institutional relations with the Italian Government.
- Oversee the accession of non-member EU countries to the EUI.
- Develop frameworks for cooperation with third countries.
- Oversee the governance and operations of the High Council and the Strategic Standing Committee.
- Strengthen the Institute's engagement with local, national, and international governmental and non-governmental organisations.
- Enhance the EUI's visibility and influence at local, national, and international levels.
- Develop and oversee the implementation of a funding strategy and direct fundraising activities.
- Develop and oversee the implementation of a comprehensive strategy for EUI alumni engagement and relationship management.
- Lead risk management strategies as the EUI Chief Risk Officer.
- Ensure compliance with occupational health and safety regulations as the EUI Occupational Health and Safety Manager.
- Oversee cybersecurity strategies in coordination with national and European authorities.
- Ensure data protection and document management frameworks.
- Uphold institutional accountability and oversee legal affairs.
- Engage with relevant authorities on EUI real estate development.

Criteria

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

- Proven leadership in governance and institutional management, with the ability to oversee complex decision-making structures and drive strategic initiatives.
- Extensive experience in diplomatic affairs, including high-level negotiations, with the ability to represent the EUI in high-stakes discussions at the European and international levels.

- Strong ability to build and maintain high-level relationships with external stakeholders, including governments, EU bodies, and Member States.
- Comprehensive understanding of Italian and EU institutional frameworks, including decision-making processes and regulatory landscapes.
- Strategic vision, analytical skills, and a proven ability to drive innovation, with the capacity to set clear objectives, develop forward-thinking strategies, and align them with the EUI's long-term mission.
- Demonstrated expertise in administrative and operational management within large-scale national or international institutions.
- Established network within Italian and EU institutions, as well as with high-level representatives of Member States.
- Strong decision-making and interpersonal skills, with the ability to collaborate effectively with academic and administrative staff.
- Experience in the higher education and research sectors, including their governance, funding mechanisms, and institutional challenges.
- Experience in financial strategy, fundraising, and resource mobilisation to support institutional sustainability and development.
- Exceptional networking and communication skills, including the ability to engage with diverse audiences at national and international levels.
- Fluency in multiple European languages, with proficiency in Italian and English required.

Application process

The EUI is an equal opportunity employer¹ and offers a competitive salary and benefits package. The Search Committee welcomes applications from suitably qualified candidates, as well as recommendations of potential candidates.

Application requirements:

- Candidates should apply directly to the EUI, including full CV and motivation letter.
- Shortlisted candidates will be invited to an interview, indicatively scheduled for mid-May 2025 via videoconference. Unavailability for the interview will result in exclusion.
- Shortlisted candidates will also be required to submit a statement addressing the principal responsibilities of the Secretary General. Information on the [EUI's long-term vision](#) main activities and activities be found on the [EUI website](#) and in the [annual reports](#).

Applications must be submitted electronically via the following link: <https://apps.eui.eu/Vacancies/ApplicationSubmission/Index/1880>

The deadline for applications is 31 March 2025 at 23:59 CET

For information on salary and contractual terms, candidates may contact the Chief Operating Officer, Roberto Nocentini: roberto.nocentini@eui.eu.

¹ The EUI is home to people with different backgrounds and qualities, who inspire and motivate each other. For more information, please visit our [inclusivity page](#).