

Florence, 16/7/2004

VACANCY NOTICE IUE/6/2004

coupled with internal competition based on qualifications

Nature of post: temporary post of bracket C4/C5 Typist

Unit to which post is attached: Robert Schuman Centre for Advanced Studies

Duration of contract: Three years, with possibility of the contract being for an indefinite period following its renewal for three further years. (High Council Decision n°12/98).

Description of duties: employee responsible, under the authority of the Director of the Robert Schuman Centre, for carrying out general administrative and support duties for the Centre.

Statutory conditions required: being a temporary employee with typing duties in a post appearing in Budget Title II earmarked for outside-funded research services, with total duration of service not exceeding ten years

Qualifications required:

- General knowledge, attested by a secondary school certificate, or equivalent professional experience;
- Secretarial skills, established by a diploma, or equivalent experience;
- Capacity for working in an international environment;
- Familiarity with the use of computers and office automation software;
- Work experience in a multi-cultural academic environment;
- Willingness to work in a team;
- Willingness to develop additional skills and to take on new responsibilities;
- Excellent knowledge of English and Italian. Knowledge of a third European language would be an asset.

Applications (for which there is no form to fill in) should refer to vacancy notice IUE/6/04 and should be sent to

Mrs Michela Pistolozzi
Administration and Personnel Service
e-mail: applyadmin@iue.it

The deadline **for receipt** of applications is 5/9/2004.

Candidates' attention is drawn to the fact that the application must be complete, i.e. contain all the documents to be considered by the Selection Board for the competition. In particular, candidates must incorporate in their application the relevant elements contained in their personal file kept by the Administration and Personnel Service (for instance, documents relating to studies, previous career, assessments and any other document they think may be helpful towards their acceptance for the competition). The Selection Board is no way bound to consult a candidate's individual file in assessing that candidate's merit.

The European University Institute is an equal opportunity employer.

The outcome of the competition may open up possibilities of internal mobility.

Gianfranco VARVESI