

Florence, 18/2/04

EUROPEAN UNIVERSITY INSTITUTE

**VACANCY NOTICE IUE/3/2004**  
**coupled with an internal competition on the basis of qualifications**

**Nature of post:** temporary post of grade A8 T - **Assistant Administrator**  
(Chief administrator of the Robert Schuman Centre for Advanced Studies)

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

**Future status of the employee selected to fill the post**

A/ If the person engaged for the post as a temporary employee ("temporary staff member") is an established employee, he/she will have the benefit of the provisions of Article 33 a), paragraph 3 of the Service Rules for Administrative Staff (secondment in the interest of the service).

B/ otherwise, he/she will be temporary employee on a temporary post on the basis of High Council Decision 12/98.

The initial duration of the contract (up to four years) will depend on the previous status of the selected employee; the renewal of the contract will be for an indefinite period following its renewal for four further years.

**Description of duties:**

Officer responsible, under the authority of the Director of the RSCAS, for the overall management of the work of the Centre, deputising for the Director, budget management and fund raising, management of administrative staff.

**Qualifications required:**

- Appropriate university degree or equivalent professional qualification;
- Proven ability to take responsibility and to work autonomously;
- Experience in research and research coordination;
- Experience in organising team work and staff management;
- Experience in planning and scheduling in an international academic environment;
- Excellent communications skills;
- Excellent knowledge of English (spoken and written skills);
- Knowledge of at least two other official languages of the Institute, preferably including a good knowledge of Italian.

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 in 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.

If this post is not filled by internal competition, an open competition will be held

Persons interested should send their applications to the Administration and Personnel Service (e-mail: [gunter.hausmann@iue.it](mailto:gunter.hausmann@iue.it)) within 30 days after the publication of this notice.

Gianfranco VARVESI