

Florence, 17 December 2007

VACANCY NOTICE IUE/3/2007

**coupled with a notice for an
OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS**

Nature of post: 1 contract post – FG II – Webmaster

Unit to which post is attached: The Webmaster will be attached to the Computing Service (CS). He/She will support the development and implementation of Institute Web applications such as Internet Web sites, Intranet, Extranet and the EUI Publication Repository (DSpace).

He/She will work closely with the Web Coordinator (Library) and liaise with the System Engineers (Computing Service). He/She will implement web policies as laid down by the Web Coordinator and ensure that they are in line with the technical guidelines of the System Engineers (CS). He/She will report any requested changes, user needs and technical problems to the System Engineers.

He/She will assist and support all Webeditors by providing initial training and a help line for these systems.

Duration of contract: four years.

A member of the contract staff is entitled to participate in internal competitions for temporary or permanent staff members after two years of service.

Description of duties: contract staff member under the supervision of permanent or temporary staff in charge of:

- Assisting Webeditors with technical questions related to the Content Management System (CMS).
- Day-to-day maintenance of WEB CMS applications.
- Improving web applications such as: the development of tools in ASP.Net/J2EE; manipulation of datasets from Databases (Oracle/SQLServer); scripting in JavaScript; writing HTML pages; updating Cascading Style Sheets (CSS); the preparation of interactive electronic forms.
- Assisting the Web Coordinator in ensuring the homogeneity of the web sites (Internet, Intranet and Extranet); advising staff on how to best optimize content for online deployment.
- Gathering requested changes, new needs and emerging issues from the Web Coordinator, Webeditors and EUI Community members.
- Assist where necessary in creating new web pages and updating the content of the Institute web sites (Internet, Intranet and Extranet).

- Reporting any feedback to the CS System Engineers so as to address new developments and upcoming issues.
- Help line support for web applications.
- Providing initial training to new users of web applications; creating and maintaining help material such as PDF documentation, online help(HTML), topic-oriented video tutorials, FAQ's.

Qualifications required:

- Being a national of a Member State 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.
- Experience with WEB Content Management Systems (CMS) is a must.
- Experience with HTML 3.2/4.0 at the tag level (no WYSIWYG is required).
- Experience with DHTML and client-side JavaScript programming.
- Thorough knowledge of browser compatibility issues for all platforms/major browsers.
- Experience with Microsoft ASP.Net.
- Experience with j2EE, JSP.
- Good knowledge of and experience with Relational Databases (Oracle/SQLServer).
- Experience with SQL.
- Experience with e-forms.
- Experience in conversion of images (TIFF, BMP, PSD) for online use (JPG, GIF) using Adobe ImageReady and PhotoShop.
- Good knowledge of CSS-2.
- Experience with DSpace is an advantage.
- Work experience in a university or research environment will also constitute an advantage.
- Ability to work as part of a multinational team.
- Very good knowledge of English and knowledge of another language of the European Union.

Selection process:

Candidates short-listed by the Selection Board will be invited for

- a language test
- an interview, enabling assessment of the candidate's ability to carry out the tasks of the post and to work in an international academic institution

Assessment on the basis of qualifications and marking of tests:

Marking: 0 to 30 for the assessment on the basis of qualifications;

Marking: 0 to 20 for the language test;

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

The net monthly salary:

The net monthly salary after taxes is approx. Euro 2,050. 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).

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The European University Institute is an equal opportunity employer.

Applications (for which there is no form to fill in) should refer to open competition IUE/3/2007 and should be sent, accompanied by relevant documents (e.g. motivation letter and Curriculum Vitae) and including the names of two referees from whom references might be sought, to:

Mrs Sarah Ludemann
Personnel Service
European University Institute
Via dei Roccettini 9
I-50014 San Domenico di Fiesole – Italy

Fax: (+39) 055 4685293
e-mail: applyadm@eui.eu

DEADLINE **FOR RECEIPT** OF APPLICATIONS: **16 January 2008**.



Marco Del Panta