

Florence, 14 April 2008

VACANCY NOTICE IUE/1/2008

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

Nature of post: 1 temporary post – grade AST 1– Clerk

Unit to which post is attached: Logistics service

Duration of contract: 3 years, with possibility of renewal.

Description of duties: The successful candidate will be in charge, under the authority of the Head of Logistics service, of the following tasks:

- Assistance to the Head of Logistics service
He/She will support the Head of Service in the day to day administration.
- Coordination of activities related to the organisation of events and meetings
He/She will coordinate the organisation of conferences, privately-sponsored activities, meetings, etc. This might imply a proactive strategy of fund raising.
- Communication and Public Relations
He/She will also assist in coordinating the communication policy of the Institute and promoting relations with local, national and international bodies. This will include the management of visits by public officials, the diffusion of the corporate image through adequate channels and contacts with the press, in particular at the international level. These latter duties will be carried out under the responsibility of the Secretary General.

Qualifications required:

- Being a national 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;
- Administrative skills, attested by a diploma, or equivalent experience;
- Expertise and experience in the above-mentioned domains, preferably in international milieus;
- Expertise in organisational work and good ability to adapt to a variety of situations;
- Work experience in a university or research environment will constitute an advantage;
- Familiarity with the use of computers and office automation software;
- Ability to work as part of a multinational team;
- Good knowledge of English and Italian;
- Knowledge of additional EU languages, in particular French, German or Spanish, would be an asset.

Selection process:

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

- a language test
- a computing 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 20 for the assessment on the basis of qualifications;

Marking: 0 to 20 for the language test;

Marking: 0 to 20 for the computing test;

Marking: 0 to 40 for the interview by the Selection Board.

The net monthly salary:

The net monthly salary after taxes is approx. euro 2,400. 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).

The European University Institute is an academic institution set up in 1976 by the 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 which is not part of the European Union is an intergovernmental institution, funded directly by the signatory states and partly by the EU (<http://www.eui.eu>).

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/1/2008 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:

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

Fax: +39 055-4685293
e-mail: applyjob@eui.eu

DEADLINE **FOR RECEIPT** OF APPLICATIONS: **14 May 2008.**



Yves MENY