

Florence, 1/7/2005

VACANCY NOTICE IUE/3/2005

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

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

Unit to which post is attached: Budget and Financial Service

The contract staff member will work in close contact with the Research Administration.

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

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 in charge of clerical tasks, office management and other equivalent tasks under the supervision of permanent or temporary staff

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 European Council directive 2003/109/EC;
- A level of post-secondary education attested by a diploma;
- Book-keeping skills and/or financial and administrative skills, attested by a diploma, or equivalent experience;
- 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;
- Excellent knowledge of English and good knowledge of a second language of the Institute. Knowledge of a third language 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 a European 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 1,850. 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/3/2005. They should be sent, accompanied by relevant documents and including the names of two referees from whom references might be sought, to:

Mrs Michela Pistolozzi
Personnel Service
European University Institute
Via dei Roccettini 9
I-50016 San Domenico di Fiesole (Fi) – Italy

Fax: (+39 055) 4685289
e-mail: applyadm@iue.it

DEADLINE **FOR RECEIPT OF APPLICATIONS: 31/7/2005**

Gianfranco VARVESI