

Research Information Officer

FG III – Contract Agent for Auxiliary tasks – 1-year contract

The European University Institute (EUI) is looking for a dynamic and highly motivated Research Information Officer to support the Development and External Relations Service (DEXT), specifically with its aim to foster and promote further internal interdisciplinary connections. The Research Information Officer will play a vital role in cultivating and strengthening the information management of the EUI's research activities and projects. This involves contributing to the development and implementation of DEXT's strategic activities, managing communication channels, overseeing research information management initiatives, including the research project database, and supporting advocacy to reinforce the interdisciplinarity and impact of the EUI's research activities amongst its key stakeholders. The tasks assigned may include the following:

Level of Expertise

- Acting as DEXT research information management specialist;
- Advising DEXT and the EUI on research information management-related issues.

Representation/ Communication

- Assisting in the coordination of Research Reflection reports and dissemination activities;
- Drafting and implementing dissemination plans for externally funded research projects;
- Proposing and tracking impact-oriented outputs such as policy briefs, blog posts, videos, and event summaries aligned with strategic themes, in close collaboration with the Communication Service.

Policy/ Strategy Making

- Supporting coordination among academics across different fields of knowledge and providing research support to showcase outputs aligned with the research areas outlined in the Research Agenda chapter of the new EUI Strategy;
- Contributing to stakeholder engagement strategies, e.g. policymakers, alumni, and international audiences.
- Contributing to maintaining alignment of information management with the EUI's evolving governance structure, e.g. Research Forum, strategic hiring.

Level of autonomy and accountability

- Reporting directly to the DEXT Director, working with a high level of autonomy while adhering to established guidelines and procedures.

Finance and procurement responsibilities

- Requesting commitments and verifying payments;
- Processing invoices and tracking expenses related to research information management activities as required.

Budget Management

- Drafting event budgets and assisting in the budget management for specific research information management events and initiatives.

Role in administrative processes

- Supporting the launch and functioning of the new Research Hubs, including assisting in their information management, event logistics, and online presence;
- Providing editorial and coordination support for new institutional frameworks, such as internal research mapping and thematic reporting cycles;
- Providing logistical and editorial support for the Interdisciplinary Research Clusters (during the transition phase);
- Assisting in the organisation of alumni engagement events, e.g. annual lectures, mentoring activities;
- Managing the EUI research project database;
- Contributing to workflow reviews and administrative streamlining during the transition from clusters to hubs.

Eligibility Criteria

- Be nationals of a European Union member State;
- University degree in a relevant field (e.g., Information Management, Communications, Public Relations, Social Sciences or related field) or an equivalent level of professional qualification in a relevant field;
- Excellent communication and presentation skills, both oral and written, in English (CEFR level: C1 or above).

Selection Criteria

- Demonstrated work experience in research information management, policy support, or strategic communication;
- Proven work experience in drafting and implementing dissemination plans, managing research databases, and coordinating impact-oriented outputs;
- Demonstrated experience in coordinating across multiple stakeholders, including academics, policymakers, and communication teams.

Conditions Of Employment

Type and duration of contract:

The successful candidate will be appointed by the Appointing Authority as a contract agent for auxiliary tasks (*type 3b*), at grade FGIII 08 or 09, based on the proven years of experience, pursuant to Title IV of the Conditions of Employment of Other Servants¹. The successful candidate will be offered a contract for a maximum duration of one year (non-renewable).

The successful candidate will be asked to serve a probationary period of nine months.

The place of employment is Florence, where the EUI is located.

Remuneration:

The net monthly salary after taxes at grade FG III 08 is approx. Euro 2,545. In addition to the salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The EUI has its own social security and pension scheme. Under certain circumstances, in particular where the selected candidate is obliged to change his/her place of residence in order to take up employment, the EUI may also reimburse various expenses incurred on recruitment, notably removal expenses.

The following table provides examples of monthly salaries taking into account some possible scenarios:

Type of contract	Contract agent – FG III 08	Contract agent – FG III 09
Basic salary (net)	Euro 2,545 (after taxes and social security contributions)	Euro 2,879 (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro 3,153 (after taxes and social security contributions)	Euro 3,290 (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro 3,767 (after taxes and social security contributions)	Euro 4,128 (after taxes and social security contributions)

Salaries and allowances are exempt from national taxation in Italy and in the EUI Contracting States, but are subject to a tax (deducted at source) for the benefit of the Institute.

How to apply

Fill in the [online application form](#) for spontaneous application and upload documents as requested. On tab 7 of the application form in the section on **areas of interest**, select **Information Management**. Only applications submitted through the online application form will be accepted. Your application will be considered successfully submitted once you receive an automatic email confirmation.

Deadline for applications: **16 January 2026**, 23:59 CET.

EUI general information: www.eui.eu.

Should you experience any technical issues with the system, please send an email to: applyjob@eui.eu. For more information on the position, please contact dext@eui.eu.

¹ Cf. [Staff Regulations](#) applicable to Permanent Staff Members and Conditions of Employment of Other Servants of the EUI.