

Florence, 2 December 2005

VACANCY NOTICE AUX/1/2005

Nature of post: 1 contract post for auxiliary tasks – FG II– Secretary

Unit to which post is attached: Secretariat of Secretary General

Duration of contract: 9 months part-time, with possibility of renewal.

Description of duties: contract staff for auxiliary tasks in charge of secretarial 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;
- Secretarial 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.

The net monthly salary:

The net monthly salary after taxes, calculated on a full-time basis, is approx. euro 1650. 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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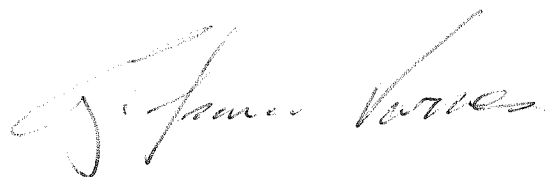


Applications (for which there is no form to fill in) should refer to vacancy notice AUX/1/2005 and should be sent to:

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: **18 December 2005**

A handwritten signature in black ink, appearing to read 'Gianfranco Varvesi', written in a cursive style.

Gianfranco VARVESI