

Florence, 1/7/2005

**VACANCY NOTICE IUE/2/2005**

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

**Nature of post: 1 contract post – FG II – Secretary**

**Unit to which post is attached:** Department of Law

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

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

**Description of duties:** contract staff 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.

**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).

**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 is not an institution of the European Union. It is an intergovernmental institution, funded directly by the signatory states.(www.iue.it)

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/2/2005 and 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