



A vacancy will occur at the beginning of 2006 in the Post of Secretary of the European University Institute on the departure of the present Secretary. Appointment to this Senior Post (at AD14 level) will be made by the High Council of the Institute.

Under the general direction of the Principal, the particular duties of the Secretary would include:

- Liaison with Italian authorities (national, regional and local) on all matters relating to the Institute, including those aspects linked to the buildings granted to the EUI by Italy.
- The coordination and “follow-through” of all administrative (legal and financial) and infrastructural matters in the Institute.
- As appropriate, liaison with authorities in EU member States, associated countries, and EU Institutions.
- Responsibility for such other tasks assigned by the Principal or High Council.

Ideally the person appointed would satisfy the following profile:

- Several years' experience in senior management – preferably in an educational, research or comparable organization.
- International experience.
- Good interpersonal, social and diplomatic skills.
- Close familiarity with Italian traditions, institutions and *modus operandi*.
- Fluency in several Community languages including Italian, English, French.

The major functions of the holder of this Post will include close association with the Principal, responsibility for the general administration of the Institute and cooperation with the academic staff of the Institute.

The Search Committee for this Post would like to receive applications from suitably qualified candidates, or suggestions for its consideration concerning suitable candidates who might be approached.

Such applications or suggestions with appropriate curriculum vitae should be received by 12 October 2005. Interviews are foreseen mid-November 2005.

Applications should be sent, marked *private and confidential*, to the Principal of the European University Institute, Badia Fiesolana, Via dei Roccettini 9, 50016 S. Domenico di Fiesole (Florence), Italy, or by electronic mail: yves.meny@iue.it