

Florence, 14 December 2006

VACANCY NOTICE IUE/05/2006

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

Nature of post: 1 contract post – FG II – Clerk (Publications Officer)
(The post will be externally funded)

Unit to which post is attached: Robert Schuman Centre for Advanced Studies

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 member in charge, under the supervision of RSCAS permanent or temporary staff and in liaison with the EUI publications officer, of the production and distribution of the publications, the preparation of information and publicity material of the Centre, the collection of information on external publications of former RSCAS personnel, the assistance regarding relations with publishing houses.

Qualifications required:

- Being a national of a Member State of the European Union, or a national of third countries having acquired the status of long term resident on the basis of the EU Directive 2003/109/EC;
- Post-secondary education attested by a diploma;
- Familiarity with the following software: Adobe Professional 7.0, Adobe InDesign CS2, Filemaker Pro, Word and Scientific Workplace;
- Work experience in a university or research environment will constitute an advantage;
- Ability to work as part of a multinational team;
- Excellent knowledge of English;
- Good knowledge of Italian;
- Knowledge of a third language and knowledge of a language of one of the new EU Member States could 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 an international 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 which is not part of the European Union is an intergovernmental institution, funded directly by the signatory states and partly by the EU (<http://www.eui.eu>).

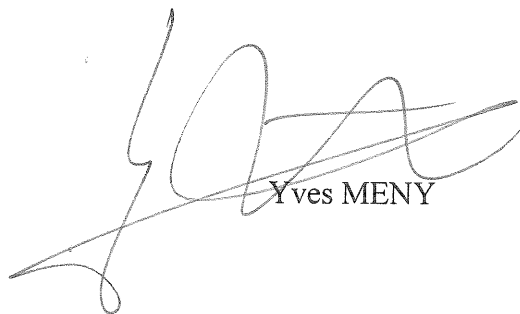
The European University Institute is an equal opportunity employer.

Applications (for which there is no form to fill in) should refer to open competition IUE/05/2006 and should be sent, accompanied by relevant documents and including the names of two referees from whom references might be sought, to:

Mrs Sarah Ludemann
Personnel Service
European University Institute
Via dei Roccettini 9
I - 50014 San Domenico di Fiesole

Fax: (+39) 055 4685293
e-mail: applyadm@eui.eu

DEADLINE FOR RECEIPT OF APPLICATIONS: 14/1/2007



Yves MENY