



The post of Secretary General of the European University Institute has become vacant. Appointment to this senior post will be made by the High Council of the Institute.

According to Article 8 of the Convention, the Secretary General shall assist the Principal of the Institute in the performance of his organizational and administrative duties.

Within this overall scope, the particular duties of the Secretary General 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.
- Participation in the fund raising programme to support the Institute's activities
- Liaise and develop relations with the EU member states, the institutions of the EU, as well as with other countries.

The Institute is seeking an outstanding candidate; he or she should in particular have the following skills and experience:

- substantial leadership and senior management experience in a national or international institution, and familiarity with higher education in Europe;
- decision-making and interpersonal skills including the ability to co-operate with the academic staff;
- excellent diplomatic and communication skills;
- familiarity with Italian and EU institutions and their *modi operandi*;
- fluency in several European languages including Italian.

The European University Institute is an equal opportunity employer.

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 an appropriate curriculum vitae should be received by **15 September 2006**. Interviews are foreseen in **October 2006**, for a proposal to the High Council of the Institute in its meeting of December 8th. The new Secretary General should take office in the beginning of 2007 for a four-year contract, renewable once. Salary information can be requested from the Head of the Personnel Service (roberto.nocentini@iue.it).

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: yes.meny@iue.it.