

Florence, 17/12/2007

VACANCY NOTICE AUX/3/2007

Nature of post: 1 contract post for auxiliary tasks – FG II – Budget and Financial Affairs Service

Unit to which post is attached: Budget and Financial Affairs Service (Research Administration unit)

Duration of contract: six months full-time, with possibility of renewal.

Description of duties: contract staff for auxiliary tasks: basic financial administration, basic accounting, filing, 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 EU Directive 2003/109/EC;
- A level of post-secondary education attested by a diploma;
- Book-keeping 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;
- Good knowledge of English and another language of the European Union.

The net monthly salary:

The net monthly salary after taxes, calculated on a full-time basis, is approx. Euro 2,000. 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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The European University Institute is an equal opportunity employer.

Applications (for which there is no form to fill in) should refer to vacancy notice AUX/3/2007 and should be sent, accompanied by relevant documents (e.g. motivation letter and Curriculum Vitae), to:

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

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

DEADLINE FOR RECEIPT OF APPLICATIONS: 16 January 2008



Marco DEL PANTA