

Florence, 21/05/07

**VACANCY NOTICE AUX/1/2007**

**Nature of post: 1 contract post for auxiliary tasks – FG II – Secretary**

**Unit to which post is attached:** Department of History and Civilisation

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

**Description of duties:** contract staff for auxiliary tasks 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 EU 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.

**The net monthly salary:**

The net monthly salary after taxes, calculated on a full-time basis, is approx. Euro 1925. 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 vacancy notice AUX/1/2007 and should be sent, accompanied by relevant documents, 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](mailto:applyadm@eui.eu)

DEADLINE **FOR RECEIPT** OF APPLICATIONS: **5 June 2007**



Marco DEL PANTA