

Florence, 23 April 2008

VACANCY NOTICE AUX/1/2008

Nature of post: 1 contract post for auxiliary tasks – FG II - Historical Archives of the European Union

Unit to which the post is attached: Historical Archives of the European Union

Duration of contract: one year half-time, with possible renewal

Description of duties: contract staff for auxiliary tasks: reception, arrangement, description, inventory and publishing on the web of contemporary archives, reference service at the Archives desk, and other equivalent tasks under the supervision of the Director of the Historical Archives.

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;
- Records-filing skills, attested by a diploma, or equivalent experience; Knowledge of archives international standards of description (ISAD and ISAAR) will be an asset;
- Work experience in a university or research environment will also 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; knowledge of French will constitute an advantage.

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/1/2008 and should be sent, accompanied by relevant documents (e.g. motivation letter and curriculum vitae) to:

Ms Lucia Matteucci
Personnel Service
European University Institute
Via dei Roccettini, 9
I-50014 San Domenico di Fiesole – Italy

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

DEADLINE **FOR RECEIPT** OF APPLICATIONS : **8 May 2008**



Marco DEL PANTA