

Florence, 5 May 2008

VACANCY NOTICE IUE/4/2008

**coupled with a notice for an
INTERNAL COMPETITION ON THE BASIS OF QUALIFICATIONS**

Nature of post: 1 temporary post – grade AST1 – Secretary

Unit to which post is attached: Law Department

Duration of contract: three years, with possibility of renewal.

Description of duties: temporary staff member reporting to the Head of the Law Department in charge of secretarial tasks, office management and other equivalent tasks.

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;
- Secretarial skills, attested by a diploma, or equivalent experience;
- 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 additional EU languages would be an asset.

Call for applications:

The following can apply:

- Permanent staff members and temporary staff who have completed the probationary period and contract staff who have completed two years of service at the date of publication of the vacancy, following article 29, paragraph 3 of the Staff regulations;
- Contract staff members concerned by Principal's decision n° 28/05 of 7/7/05 (<http://www.eui.eu/Intranet/PersonnelService/>).

Candidates' attention is drawn to the fact that the application must be complete, i.e. contain all the documents to be considered by the Selection Board for the competition. In particular, candidates must include in their application the relevant elements contained in their personal file kept by the Personnel Service (for instance, documents relating to studies, previous career, assessments and any other document they think may be helpful towards their acceptance for the competition).

The Selection Board will not consult a candidate's individual file when assessing that candidate's merit.

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/4/2008 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: applyjob@eui.eu

DEADLINE **FOR RECEIPT** OF APPLICATIONS: **4 June 2008**.



Yves MENY