

Florence, 14 April 2009

VACANCY NOTICE IUE/1/2009

**coupled with a notice for an
OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND INTERVIEW**

Nature of post: 1 temporary post – European Information Librarian / Documentalist - grade between AST1 and AST2, to be evaluated on the basis of the profile and professional experience of the candidate selected.

Unit to which post is attached: Library

Duration of contract: Four years, with possibility of renewal

Description of duties: The successful candidate will be responsible for the daily management of the EU official documents in the European Documentation Centre (EDC) and European Information, including information related to International organisations. He/she will be responsible for the development of the European Collection (EU-related books, working papers etc.)

He/She will report to the Director of the Library.

Responsibilities:

- Overall planning, implementation and management of the European Documentation Centre.
- Developing the European Collection, including collections relating to International Organisations.
- Keeping up to date with EU-related issues and national matters related to the EU.
- Providing information on European matters, including user training sessions.
- Developing and maintaining all webpages related to European Information.
- Cataloguing and classification.
- Loan and info desk duties.
- Collaborating with external projects on European Information
- Liaison with the Historical Archives of the EU.
- Participating in national and international European Documentation networks.

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 Council directive 2003/109/EC;
- Degree in Library Information Sciences, or equivalent combination of relevant experience and training;
- Thorough knowledge of EU Institutions, Policies and Decision-making, and of International organisations;
- Thorough knowledge of European documentation and information;
- Good knowledge and understanding of library operations;

- Good working experience with library IT applications/software;
- Good organizational, analytical and communication (oral and written) skills;
- Strong public service commitment to library users;
- Ability to work in an international team and in a rapidly changing environment;
- Good knowledge of English and of a second EU language.

The following qualifications/experience could be an advantage:

- Experience in working in a university or research environment;
- Knowledge of French and/or another Community language.

Selection process:

Candidates shortlisted by the Selection Board will be invited for an interview, enabling assessment of the candidate's ability to

- Carry out the tasks of the post
- Work in a European academic institution
- Exercise language skills

The net monthly salary:

The net monthly salary after taxes, depending on the basis of the profile and professional experience of the candidate selected, is from approx. Euro 2,410 to Euro 2,730. 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 1972 by the six founding Member States of the European Communities charged with research and postgraduate training in Law, Economics, History and Civilisation and Political and Social Sciences with special reference to Europe. The Institute is not an EU Institution, but an intergovernmental organization, funded directly by signatory states, partly by the European Commission and to some extent through external funding (<http://www.eui.eu>).

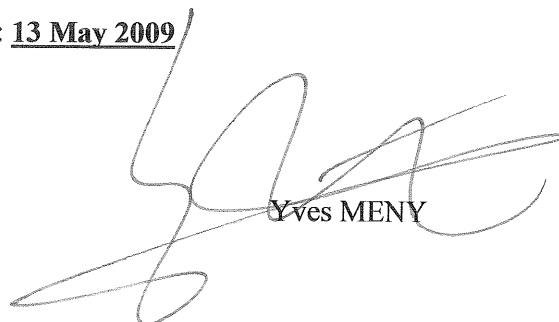
The European University Institute is an equal opportunity employer.

Applications should be submitted electronically using the IUE/1/2009 [online application form](#).

The names of the appointed candidate and, if applicable, of candidates included in the reserve list will be published on the EUI Web site. By submitting their application, candidates acknowledge and give their explicit consent to this procedure, according to the Data protection regulation in force at the EUI (President's Decision n. 32 of 27 November 2008).

Contacts: E-mail: applyjob@eui.eu

DEADLINE FOR RECEIPT OF APPLICATIONS: 13 May 2009



Yves MENY