

Florence, 21/12/2009

**OPEN COMPETITION IUE/7/2009
ON THE BASIS OF QUALIFICATIONS AND TESTS**

**aimed at setting up a reserve list in order to fill future vacant posts within the
European University Institute**

Nature of posts: contract posts – FGI – Assistant (Porter/Receptionist/Driver)

Place of work: EUI campus

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

Description of duties: the contract staff member will be in charge, under the supervision of permanent or temporary staff, of manual and administrative support service tasks.

In particular, duties will involve managing and circulating documentary material in the storeroom, work in the Porter's lodge, mail distribution within the Institute, and driving.

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;
- Successful completion of compulsory education attested by a diploma;
- Driving licence
- Having fulfilled any obligations concerning statutory military service;
- Offering the appropriate character references and physical fitness for performing these duties;
- Familiarity with the use of computers will be an advantage;
- Ability to work as part of a multinational team;
- Good knowledge of English or Italian, and satisfactory knowledge of the other language.

Selection process:

Candidates shortlisted by the Selection Board will be invited for

- a language test
- a computing test
- a driving test
- an interview, enabling assessment of the candidate's ability to carry out the tasks of the posts and to work in an international academic institution

Assessment on the basis of qualifications and marking of tests:

Marking: 0 to 15 for the assessment on the basis of qualifications;

Marking: 0 to 15 for the language test;

Marking: 0 to 15 for the computing test;

Marking: 0 to 15 for the driving test;

Marking: 0 to 40 for the interview by the Selection Board.

Publication and validity of the reserve list:

The highest scoring candidates will be placed on the reserve list which will be published on the EUI website (<http://www.eui.eu/About/JobOpportunities/Index.aspx>).

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).

Candidates on the reserve list are not guaranteed recruitment, since this depends on the number of posts that may fall vacant.

The validity of the reserve list is twelve months from the date of publication on the EUI website.

The EUI reserves the right to extend the validity of the reserve list one or several times and will communicate any extension by publishing it on the website.

Whenever a vacancy occurs the EUI will publish it on the EUI website and will select a short-list of candidates to interview for that particular job. Candidates will be contacted by email or by registered letter with confirmation of receipt.

The net monthly salary:

The net monthly salary after taxes is approx. euro 1730. 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).

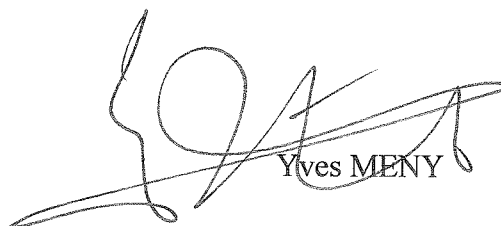
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The European University Institute is an equal opportunity employer.

Applications must be submitted electronically using the IUE/7/2009 [online application form](#). Applications received by e-mail, fax or post will not be considered.

Contacts: E-mail: applyjob@eui.eu

DEADLINE FOR RECEIPT OF APPLICATIONS: 20/01/2010



Yves MENY