

Florence, 14 April 2009

**VACANCY NOTICE IUE/2/2009**

**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:** Budget and Financial Affairs Service

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

**Description of duties:** temporary staff member reporting to the Director of the Budget and Financial Affairs Service in charge of secretarial tasks, administrative co-ordination, 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;
- Excellent knowledge of English and good knowledge of French;
- 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.

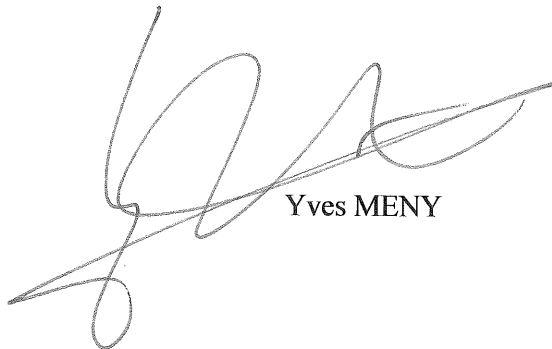
The European University Institute is an equal opportunity employer.

Applications (for which there is no form to fill in) should refer to open competition IUE/2/2009 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](mailto:applyjob@eui.eu)

DEADLINE **FOR RECEIPT** OF APPLICATIONS: **13 May 2009**



Yves MENY