

Florence, 14 April 2009

VACANCY NOTICE IUE/3/2009

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

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

Unit to which post is attached: Computing Service

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

Description of duties: temporary staff member responsible, under the direct supervision of the Director of the Computing service, of carrying out IT maintenance and user support, both for hardware and software, in client/server architecture (Windows, Mac, Linux platforms) and related peripherals.

Main duties

- support to academic staff and researchers working at the EUI;
- supervision of the IT architecture in the supported premise;
- enhancement/extensions of automated systems and reporting/review of problems related to the malfunctioning of equipment and software failures;
- schedule of the removal of hardware and software and repairs or replacements;
- specialist advice and guidance to end users.

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;
- Good knowledge of Information Technology and relevant experience in the operation of software applications and the installation and maintenance of office computer hardware and software;
- Excellent communication skills and ability to work as part of a multinational team;
- Excellent knowledge of English and good knowledge of Italian;
- 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.

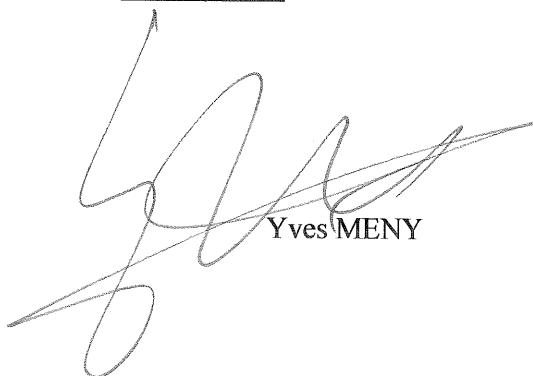
The European University Institute is an equal opportunity employer.

Applications (for which there is no form to fill in) should refer to open competition IUE/3/2009 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

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



Yves MENY