

Florence, 20 November 2009

**RESERVE LIST IUE/5/2009**

**VACANCY NOTICE N°3  
following Article 2 of Principal's Decision N°14/08  
laying down a procedure for the use of reserve lists**

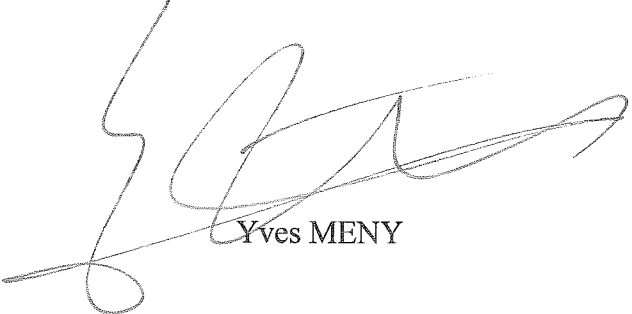
**Nature of post: 1 contract post – FGII – Secretary**

**Place of work: Budget and Financial Affairs Service (Research Administration)**

**Duration of contract: 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 secretarial tasks, office management and other equivalent tasks, including administrative support for financial management.

**Procedure:** the Head of the recruiting unit, in consultation with other interested parties, if necessary, and with a representative of the Personnel Service, shall select one or more candidates placed on the reserve list IUE/5/2009, in conformity with their priority ranking, and invite them for interview<sup>1</sup> to assess their suitability for that specific post. A member of the Staff Committee of the Institute shall also take part in the interview.



Yves MENY

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<sup>1</sup> Candidates will be interviewed by phone or in person.