

Florence, 8 January 2013

RESERVE LIST IUE/7/2009

**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 – FGI – ASSISTANT (porter/receptionist/driver)

Place of work: EUI campus

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 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.

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/7/2009, in conformity with their priority ranking, and invite them for interview¹ to assess their suitability for that specific post. A member of the Staff Committee of the Institute shall also take part in the interview.

(signed)
Marise Cremona

¹ Candidates will be interviewed by skype, phone or in person.