

Florence, 22/02/2010

## VACANCY NOTICE AUX/1/2010

**Nature of post: 1 contract post for auxiliary tasks – FG II – Secretary**

**Unit to which post is attached:** Department of History and Civilisation

**Duration of contract:** nine months, with possibility of renewal.

**Description of duties:** contract staff for auxiliary tasks in charge of secretarial tasks, office management and other equivalent tasks under the supervision of permanent or temporary staff.

**Qualifications required:**

- Being a national 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 or secondary education attested by a diploma and appropriate professional experience of at least three years;
- Secretarial skills, attested by a diploma, or equivalent experience;
- Work experience in a university or research environment will constitute an advantage;
- 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 another language of the European Union.

**The net monthly salary:**

The net monthly salary after taxes, calculated on a full-time basis, is approx. Euro 2,030. 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).

**The European University Institute** is an academic institution set up in 1976 by the Member States of the European Union charged with research and postgraduate training in Law, Economics, History and Civilisation and Political and Social Sciences with special reference to Europe. The Institute which is not part of the European Union is an intergovernmental institution, funded directly by the signatory states and partly by the EU (<http://www.eui.eu>).

The European University Institute is an equal opportunity employer.

Applications should be submitted electronically using the AUX/1/2010 online application form. Applications received by e-mail, fax or post will not be considered.

The names of the appointed candidate and, if applicable, of candidates included in the reserve list will be published on the EUI Web site. 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).

Contacts: E-mail: [applyjob@eui.eu](mailto:applyjob@eui.eu)

DEADLINE **FOR RECEIPT** OF APPLICATIONS: **08/03/2010**

A handwritten signature in black ink, appearing to read 'Del Panta', with a stylized flourish at the end.

Marco DEL PANTA