

**VACANCY NOTICE IUE/1/2011
coupled with a notice for an
OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS**

Nature of post: 1 temporary post - grade AST1 - IT Assistant

Unit to which post is attached: Historical Archives of the European Union

Duration of contract: four years, renewable initially for a fixed period of up to two years. Any further renewal will be for an indefinite period.

Description of duties: Reporting to the Director of the Historical Archives of the European Union, the successful candidate will be in charge of digitisation of historical documents, administration of the electronic records management system, and other equivalent tasks.

Under the supervision of the Historical Archives IT specialist, the successful candidate will:

- Analyse, develop and implement Archives digitisation programmes,
- Make digital inventories and records accessible online through the Historical Archives web site,
- Coordinate with the EUI's Computing service and Electronic Records Manager regarding system administration of the ERM system,
- Ensure accurate capturing, storage, data entry, security and retrieval of the electronic records in the system,
- Provide user support for the electronic records management system.

A. Eligibility criteria

- 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;
- Scientific/technical post-secondary education attested by a diploma, or secondary education attested by a diploma and appropriate professional experience of at least three years;
- Good knowledge of two languages of the European Union

B. Selection criteria

Essential:

- Sound knowledge and experience in digitisation technologies, standards and formats (PDF, A and OCR);
- Experience in ICT platforms for electronic records management (Livelink, Documentum, SharePoint, Alfresco, etc.);
- Knowledge of one or more programming languages, including PHP and Microsoft .Net, and the SQL query language;
- Excellent HTML, CSS, and JavaScript skills with solid knowledge of usability, accessibility, web design, cross browser issues and new web technologies such as HTML 5 and CSS 3;

- Knowledge and experience with Windows/Linux OS, web server administration, J2EE architecture and database management/administration;
- Excellent knowledge of English and good knowledge of another official language of the European Union.

Desirable:

- Excellent communication skills and ability to work as part of a multinational team;
- Knowledge and experience with WEB Content Management Systems (CMS)
- Knowledge and understanding of work in Archives

Selection process:

Candidates shortlisted by the Selection Board will be invited for

- a language test
- an interview, enabling assessment of the candidate's ability to carry out the tasks of the post and to work in an international academic institution

Assessment on the basis of qualifications and marking of tests:

Marking: 0 to 25 for the assessment on the basis of qualifications;

Marking: 0 to 25 for the language test;

Marking: 0 to 50 for the interview by the Selection Board.

The net monthly salary:

The net monthly salary after taxes is approx. Euro 2,500. 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).

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The European University Institute is an equal opportunity employer.

Applications must be submitted electronically using the IUE/1/2011 online application form. Applications received by e-mail, fax or post will not be considered.

The name 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

DEADLINE FOR RECEIPT OF APPLICATIONS: 15/03/2011

(signed)
Marco DEL PANTA