

Florence, 24 February 2011

OPEN COMPETITION IUE/2/2011
ON THE BASIS OF QUALIFICATIONS AND TESTS
aimed at setting up a reserve list in order to fill future vacant posts within the
European University Institute

Nature of posts: contract posts – FGII – Secretary/Administrative Assistant

Place of work: Academic and/or Administrative units

Duration of contracts: three years, renewable initially for a fixed period of up to three years. Any further renewal will be for an indefinite period. In addition, a member of the contract staff may take part in internal competitions for temporary or permanent posts after two years of service.

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.

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;
- 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:

- Excellent knowledge of English;
- Secretarial skills, proven by professional experience;
- Good working knowledge of office automation software;
- Ability to work as part of a multinational team in an international environment.

Desirable:

- Knowledge of French and additional languages of the European Union;
- Work experience in a university or research environment;
- Experience in coordinating projects;
- Web editing skills.

Selection process:

A limited number of candidates, shortlisted by the Selection Board on the basis of the above-mentioned essential and desirable selection criteria, will be invited for

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

Assessment on the basis of qualifications and marking of tests:

Marking: 0 to 20 for the assessment on the basis of qualifications;

Marking: 0 to 20 for the language test;

Marking: 0 to 20 for the computing test;

Marking: 0 to 40 for the interview by the Selection Board.

Publication and validity of the reserve list:

The highest scoring candidates will be placed on the reserve list which will be published on the EUI website: <http://www.eui.eu/About/JobOpportunities/AdministrativePosts.aspx>.

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).

Candidates on the reserve list are not guaranteed recruitment.

The validity of the reserve list is twelve months from the date of publication on the EUI website.

The EUI reserves the right to extend the validity of the reserve list one or several times and will communicate any extension by publishing it on the website.

Whenever a vacancy occurs the EUI will publish it on the EUI website and will select a short-list of candidates to interview for that particular job. Candidates will be contacted by email or by registered letter with confirmation of receipt.

The net monthly salary:

The net monthly salary after taxes is approx. euro 2,050. 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 1972 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 is not an EU Institution, but an intergovernmental organization, funded directly by signatory states, partly by the European Commission and to some extent through external funding (<http://www.eui.eu>).

The European University Institute is an equal opportunity employer.

Applications must be submitted electronically using the IUE/2/2011 [online application form](#). Applications received by e-mail, fax or post will not be considered.

Contacts: E-mail: applyjob@eui.eu

DEADLINE **FOR RECEIPT** OF APPLICATIONS: **28/03/2011**

(signed)
Marco DEL PANTA