

VACANCY NOTICE IUE/3/2011
coupled with a notice for an
OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS

Intro: The EUI wants to create a new Communication service by merging already existing units in charge of media relations, the website, and corporate publications. In this framework the EUI looks for a Director who will lead this new service.

Nature of post: 1 temporary post - Director of Communication - grade between AD6 and AD8, to be evaluated on the basis of the profile and professional experience of the successful candidate.

Unit to which post is attached: Communication Service

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

Profile: We are looking for a strategic thinker and communicator, a person responsible for defining and implementing a corporate communication strategy for the EUI, a person who has proven managerial skills, who is an expert in social media trends and who is familiar with the European and international academic world.

Main responsibilities

The selected candidate will conduct the merger of the units that at present work in the areas of internal and external communication (around 6 staff members), and then lead the new service. He/she will report to the President and the Secretary General. He/she will develop a communication strategy, aimed at increasing the visibility of the EUI, at strengthening its position in the European and global academic landscape, at attracting more candidates for its academic activities, and at consolidating the links between the EUI and its stakeholders, namely the Member States and other financial contributors.

A. Eligibility criteria

- Being a national of a Member State of the European Union, or a national of a third country, having acquired the status of long-term resident on the basis of the EU Directive 2003/109/EC;
- University level education of at least three years attested by a diploma;
- Good knowledge of two languages of the European Union.

B. Selection criteria

Essential:

- Long-standing experience (at least 5 years) in the area of communication, with knowledge of the specificities of the European and international academic environment;
- Excellent verbal and written communication skills (writing press releases, reports, articles, advertisements and speeches);
- Ability to serve as the key spokesperson and media contact for the Institute;
- Excellent knowledge of English, both spoken and written, and good knowledge of another EU language.

Desirable:

- Excellent knowledge of current and innovative social-media trends and developments at European and international level;
- Thorough understanding and experience of various communication and media channels and in particular the web, the press and publications;
- Proven ability to manage complex projects and to understand systems and workflows related to those projects;
- Work experience in the area of communication in a European or international academic institution;
- Ability to advise and assist senior staff in their specific communication strategy;
- Ability to work under pressure and to set priorities;
- Ability to collaborate in fund-raising activities;
- Experience in the development of a distinctive brand identity;
- Knowledge of additional languages of the European Union;
- Proven leadership and management skills and demonstrated ability to motivate and manage a multidisciplinary team.

Selection process:

Candidates shortlisted by the Selection Board will be invited for

- a language test;
- a written test, aimed at evaluating the candidate's analytical and writing skills in English;
- 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 20 for the assessment on the basis of qualifications;

Marking: 0 to 20 for the language test;

Marking: 0 to 20 for the written test;

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

The net monthly salary:

The net monthly salary after taxes, depending on the profile and professional experience of the selected candidate, ranges between approx. Euro 4,210 and Euro 5,210. 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 organisation, 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/3/2011 online application form**. Applications received by e-mail, fax or post will not be considered.

The name of the selected 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: **15/05/2011**

(signed)
Marco DEL PANTA