

Florence, 25/03/2013

VACANCY NOTICE IUE/2/2013
coupled with a notice for an
OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS

POSITION TITLE	Director of the ICT Service
GRADE	AD8-AD10 (depending on the profile and professional experience of the successful candidate)
UNIT TO WHICH THE POST IS ATTACHED	Information and Communication Technology (ICT) Service
TYPE OF CONTRACT	TEMPORARY AGENT
PLACE OF EMPLOYMENT	FLORENCE, ITALY
CLOSING DATE FOR APPLICATIONS	30/04/2013

The EUI is organising a selection procedure for the position of **Director** of the ICT Service.

Duration of the contract: four years, renewable initially for a fixed period of up to four years. On expiry of the renewed contract, the temporary agent may be appointed as a permanent employee by decision of the Principal.

The online application period will end on **30/04/2013** at **24:00** GMT+1 (CET, Central European Time).

1. THE ORGANISATION

The [European University Institute](#) (EUI) 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.

2. PROFILE (JOB DESCRIPTION - RESPONSIBILITIES)

Description of duties:

The Director of the ICT service will ensure proper services and infrastructure to support the teaching and research needs of the EUI academic community, and will assure proper IT systems for an efficient administration.

The Director of the ICT service will provide leadership to ICT operations and infrastructure ensuring that an appropriate technical support framework is in place. He/She will report to the President and the Secretary General.

3. ELIGIBILITY CRITERIA

On the closing date for online applications, candidates must fulfil all the following general and specific conditions:

3.1 General conditions

- 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;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws on military service;
- Be physically fit to perform the duties;
- Be able to provide a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post.

3.2 Specific conditions

Education and Professional experience

- a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or
- a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years.

Language skills

- Main language: have a thorough knowledge of one official language of the European Union and
- Second language: a good knowledge of another official language of the European Union.

4. SELECTION CRITERIA

Essential:

- University degree in computing, informatics or related area, or equivalent professional qualification.
- Excellent knowledge of Information and Communication Technology, including ICT security (in both academic and administrative contexts).
- Proven leadership in the development and implementation of ICT strategy for a university or research institution, including participation in international academic and social science oriented ICT networks.
- Proven managerial skills in a university or research environment.
- Proven customer and service oriented abilities.
- Excellent communication skills both orally and in writing.
- Excellent knowledge of English.

Advantageous:

- Proven experience in successfully managing ICT teams.
- Understanding of ICT needs in teaching and research in the Social Sciences.
- Knowledge of additional EU languages.
- Work experience in an international environment.

5. SELECTION PROCESS

A limited number of candidates (no more than 8), shortlisted by the Selection Board on the basis of the above-mentioned eligibility criteria as well as of the essential and advantageous selection criteria, will be invited for:

- a language test;
- a written test, aimed at evaluating the candidate's skills and knowledge relevant to the post;
- an interview conducted principally in English, enabling assessment of the candidate's ability to carry out the tasks of the post and to work in an international academic institution. Native English speakers will be tested for their second language skills.

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 10 for the language test;

Marking: 0 to 20 for the written test;

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

Important Information for Candidates:

Candidates are reminded that the work of the Selection Board is confidential. They are therefore requested not to make direct or indirect contact with the members of the Board.

6. CONDITIONS OF EMPLOYMENT

Type of contract:

The successful candidate will be appointed by the Appointing Authority as a temporary agent at grade **AD8-AD10**, pursuant to Title II of the Conditions of Employment of Other Servants, for an initial period of four years, with the possibility to be renewed for a fixed period of up to four years. On expiry of the renewed contract, the temporary agent may be appointed as a permanent employee by decision of the Principal.

The successful candidate will be asked to serve a probationary period of six months.

The place of employment is Florence, where the EUI is located.

Remuneration:

The net monthly salary after taxes, depending on the profile and professional experience of the selected candidate, ranges between approx. Euro 5,000 and Euro 6,200. In addition to the salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The EUI has its own social security and pension scheme. Under certain circumstances, in particular where the jobholder is obliged to change his/her place of residence in order to take up employment, the EUI may also reimburse various expenses incurred on recruitment, notably removal expenses.

7. EQUAL OPPORTUNITIES

The European University Institute is an equal opportunity employer in accordance with Article 1d of its Staff Regulations. It accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

8. APPLICATION PROCEDURE

Applications must be submitted electronically using the IUE/2/2013 online application form available at

https://euijobs.eui.eu/online_form/cfm/index.cfm?lang=en&postreference=IUE/2/2013

at the latest by 30/04/2013 at 24.00 (please see also the specific guidelines under section 19 “Important information” of the application form).

Only complete applications will be accepted and considered. Applications received by e-mail, fax or post will not be considered.

A large number of applications may be received, therefore in order to avoid any technical constraints, we advise you to submit your application well ahead of the deadline.

Only the shortlisted candidates will be contacted for the interviews. All the other candidates will be contacted once the selection process has been completed.

Candidates will be excluded if they:

- do not complete the registration by the deadline
- do not send a complete application
- do not meet all the eligibility criteria
- do not provide all the required supporting documents at any stage of the procedure where these are requested.

If at any stage of the procedure, it is established that any of the information provided in the application has been knowingly falsified, the candidate will be disqualified from the selection process.

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

<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).

Contact: applyjob@eui.eu

9. COMPLAINTS AND APPEALS

If at any stage of the selection procedure, the candidate considers that his/her interests have been prejudiced by a particular decision, he/she can take the following action:

- Submit a Formal Complaint to the Principal under Article 1(2) of the Common Provisions for the Teaching and Administrative Staff at the following address:

The Principal
European University Institute
Badia Fiesolana
Via dei Roccettini 9
I-50014 San Domenico di Fiesole

The complaint should clearly quote:

- “complaint under Article 1(2) of Common Provisions for the Teaching Staff and Administrative Staff”
- the candidate/application number
- the reference of the selection procedure,
- the stage of the selection procedure to which it refers.

More information on the complaint procedure and on further means of appeal under the EUI's judicial review framework available at:

<http://www.eui.eu/ServicesAndAdmin/PersonnelService/RulesRegulations/ComplaintsAppeals.aspx>