



Florence, 10/10/2014

**VACANCY NOTICE IUE/11/2014**  
**coupled with a notice for an**  
**OPEN COMPETITION 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**

<b>POSITION TITLE</b>	<b>Assistant in the Secretarial Field</b>
<b>GRADE</b>	<b>FGII 05</b>
<b>UNIT(SERVICE) TO WHICH THE POST IS ATTACHED</b>	<b>Academic and/or Administrative Units</b>
<b>TYPE OF CONTRACT</b>	<b>Contract Agent post</b> (Article 3a of the Conditions of Employment of Other Servants- CEOS) <sup>1</sup>
<b>PLACE OF EMPLOYMENT</b>	<b>FLORENCE, ITALY</b>
<b>CLOSING DATE FOR APPLICATIONS</b>	<b>10/11/2014</b>

The EUI is organising a selection procedure aimed at setting up a reserve list of maximum 20 candidates in order to fill future vacant posts of **Assistant in the Secretarial Field** attached to academic and/or administrative units.

**Duration of the contract:** three years, renewable initially for a fixed period of up to three years. Any further renewal shall 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.<sup>1</sup>

The online application period will end on **10/11/2014** 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 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 or body, but an intergovernmental organisation, funded directly by signatory states, partly by the European Commission and to some extent through external funding. The EUI provides a multinational work environment in an intellectually stimulating atmosphere.

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<sup>1</sup> The EUI is in the process of amending the Staff Regulations for its Permanent Staff Members and the Conditions of Employment of Other Servants of the EUI. As of the publication date, the proposal still has to be approved by the EUI High Council. The amended Staff Regulations, if adopted, will impact the conditions of employment and the careers of permanent staff members and other servants. Selected candidates may receive a job offer based on the new provisions of the Staff Regulations once they have been adopted by the competent governing body without prejudice to other consequences of a legal or financial nature.

## **2. DESCRIPTION OF RESPONSIBILITIES**

### **Nature of duties:**

Under the supervision of permanent or temporary staff, the successful candidate will be expected to perform assistance and support tasks, including but not limited to the following:

- Providing general administrative and secretarial support to the relevant unit;
- Performing office management tasks;
- Keeping track of pending files and monitoring outstanding tasks, deadlines and requests;
- Organising, following-up, and providing logistic support to meetings and other events;
- Providing assistance to visitors and guests;
- Web-editing.

## **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 holding long-term resident status in one of these States (on the basis of the EU Directive 2003/109/EC);
- Enjoying full rights as a citizen attested by 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;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties.

### **3.2 Specific conditions**

#### **3.2.1 Education (Qualifications)**

- A level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to higher education, followed by at least three years of professional experience relevant to the nature of the duties. This professional experience will be part of the diploma and will not be taken into account in the required numbers of professional experience under 3.2.2.

### 3.2.2 Professional experience

On the closing date for applications, and in addition to the qualifications required above, candidates must have at least one year of professional experience gained after obtaining the diploma required under 3.2.1.

### 3.3 Knowledge of Languages

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

## 4. SELECTION CRITERIA

### Essential:

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

### Advantageous:

- Knowledge of additional languages of the European Union;
- Work experience in an academic or research environment;
- Web-editing skills;
- Acquaintance with database management and statistical analysis.

## 5. APPLICATION PROCEDURE & SCREENING PROCESS

**Applications must be submitted electronically using the IUE/11/2014 online application form available at <http://www.eui.eu/About/JobOpportunities/AdministrativePosts.aspx> at the latest by **10/11/2014 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.

The Selection Board will screen the documents of applicants with reference to the above-mentioned eligibility criteria as well as to the essential and advantageous selection criteria and will on the basis of these findings establish a shortlist.

Only shortlisted candidates will be invited for the written and oral tests and for the interview.

Candidates will be disqualified if they:

- do not complete the registration by the deadline
- do not send a complete application
- do not meet all the eligibility criteria on the closing date for online applications
- 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 found that any of the information given in the application is false or not evidenced by the appropriate supporting documents, the candidate will be disqualified from the competition.**

Contact: [applyjob@eui.eu](mailto:applyjob@eui.eu)

**Information to Candidates:**

Candidates who will not be shortlisted will be duly notified by the Personnel Service once the Decision on the appointed candidate has been taken by the Appointing Authority.

## **6. SELECTION PROCESS**

A limited number of candidates (no more than 40), as shortlisted by the Selection Board, will be invited for:

### **7.1 Written and Oral tests comprising:**

- A language test

### **7.2 Interview**

The interview will be conducted mainly in English (knowledge of other EU languages may also be tested). Mother tongue English speakers will be expected to demonstrate their knowledge of a second EU language.

The purpose of the interview will be

- to test the candidate's capacity to take on the responsibilities required by the post (max. 25 points)
- to test the communication skills required to work in an international academic institution (max.10 points)
- to assess the personality and motivation of the applicants (max.10 points)

### **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 30 for the language test;

Marking: 0 to 45 for the interview by the Selection Board

The names of the candidates included in the reserve list will be published on the EUI Web site: <http://www.eui.eu/About/JobOpportunities/AdministrativePosts.aspx>

A successful candidate may explicitly request that his/her name not be published. Any such request must reach the EUI before the candidate is notified of the outcome of his/her application, and in any case no later than seven calendar days after the date of the tests and interview.

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 such 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.

**Important Information for Candidates:**

**Candidates are reminded that the work of the Selection Board is confidential. It is thus forbidden to make any contact with the members of the Board, either directly or indirectly, at any stage of the selection procedure. Any infringement of this rule will lead to disqualification from the selection procedure.**

**Candidates should not encourage third parties either to contact the Selection Board on their behalf. Any infringement of this rule may lead to disqualification of the candidate.**

## **7. CONDITIONS OF EMPLOYMENT**

**Type of contract:**

The successful candidate will be appointed by the Appointing Authority as a contract agent at grade FGII 05, pursuant to Title IV of the Conditions of Employment of Other Servants of the EUI, for an initial period of three years, with the possibility of renewal 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.

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

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

**Remuneration:**

The net monthly salary after taxes is approx. Euro 2,000. 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.

## 8. 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.

## 9. DATA PROTECTION

The purpose of processing of the data you submit is to manage your application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure.

The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 40 of 27 August 2013 regarding Data Protection at the EUI](#)). This applies in particular to the confidentiality and security of such data.

## 10. 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:

- **Request for review**

In assessing candidates' merits, the selection board observes the principle of equal treatment as well as the provisions governing the Competition procedure and the Board's proceedings. If a candidate nevertheless believes that one of these principles has not been applied in his/her case, he/she has the right, within **ten calendar days** from when the e-mail informing him/her of the decision is sent, to send a letter by e-mail stating his/her case to the e-mail address: [applyjob@eui.eu](mailto:applyjob@eui.eu).

The candidate shall quote in the subject line of his e-mail:

- The reference number for this competition
- The candidate/ application number
- "Request for review"
- What stage of the selection the candidate's complaint concerns

If a request for review comes within the selection board's remit, the secretariat of the selection board, will forward the request for review to the Chair of the Selection Board and a reply will be sent as soon as possible from the Personnel and Administration Service following the indications received from the Selection Board.

More information on the request for review available under Section 4 of the Guidelines to Competitions for posts at the EUI available at:

<http://www.eui.eu/Documents/ServicesAdmin/PersonnelService/Administrative/2013/PD53-2013EUIGuidelinesRecruitment.pdf>

- **Appeal Procedures**

If, at any stage of the competition, the candidate considers that the Administration and Personnel Service or the Selection Board have acted unfairly or have failed to comply with:

- the rules governing the competition procedure, or
- the provisions of the competition notice,

and that his or her interests have been prejudiced as a result, the candidate can take the following actions:

1. 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.

2. Submit a **judicial appeal** before the Organ of First Instance addressed to:

Secretary of the Organ of First Instance and of the Appeals Board  
c/o Internal Audit Service  
European University Institute  
Badia Fiesolana  
Via dei Roccettini 9  
I-50014 San Domenico di Fiesole  
[eui.appeals@eui.eu](mailto:eui.appeals@eui.eu)  
Tel. 0554685652/0554685431

Please note that appeals concerning an error of assessment relating to the general eligibility criteria are not matters for which the competition’s selection board is responsible shall only be admissible before the Organ of First Instance if an administrative complaint has previously been lodged under article 1, paragraph 2 of the EUI Staff Regulations.
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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>

<http://www.eui.eu/Documents/ServicesAdmin/PersonnelService/Administrative/2013/PD53-2013EUIGuidelinesRecruitment.pdf>