

Florence, 5 February 2015

RESERVE LIST IUE/11/2014

**VACANCY NOTICE N°4
following Article 2 of Principal's Decision N°14/2012
laying down a procedure for the use of reserve lists**

Nature of post: 4 contract posts – FGII – Assistant in the Secretarial Field

Unit to which posts are attached: Robert Schuman Centre for Advanced Studies

Duration of contract: three years, with possibility of renewal.

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.

Procedure: the Head of the recruiting unit, in consultation with other interested parties, if necessary, and with a representative of the Personnel Service, shall select one or more candidates placed on the reserve list IUE/11/2014 and invite them for an interview¹ to assess their suitability for that specific post. A member of the Staff Committee of the Institute shall also take part in the interview.

(signed)
Joseph H. H. WEILER

¹ Candidates will be interviewed by phone or in person.