



Florence, 23 March 2016

VACANCY NOTICE IUE/1/2016
coupled with a notice for an
OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS

POSITION TITLE	Human Resources Administrator
GRADE	AD5 - AD6 (depending on the profile and professional experience of the successful candidate)
UNIT TO WHICH THE POST IS ATTACHED	Human Resources Service
TYPE OF CONTRACT	TEMPORARY AGENT (Article 2b of the Conditions of Employment of Other Servants- CEOS)
PLACE OF EMPLOYMENT	FLORENCE, ITALY
CLOSING DATE FOR APPLICATIONS	27 April 2016

The EUI is organising a selection procedure for the position of **Human Resources Administrator**.

Duration of the contract: four years, renewable initially for a fixed period of up to two years. On expiry of the renewed contract, the temporary agent may be appointed as permanent staff member.

The online application period will end on **27/04/2016 at 24:00** (CET, Central European Time).

1. THE ORGANISATION

The **European University Institute** (EUI) is an academic institution set up in 1972 by the then Member States of the European Union, providing doctoral training in Law, Economics, History and Civilisation and Political and Social Sciences with special reference to Europe. In addition to the departments, the Institute includes the Robert Schuman Centre for Advanced Studies (RSCAS), which focuses on inter-disciplinary, comparative and policy research on the major issues affecting European societies, and the Max Weber Programme for Post-doctoral Studies, which prepares fellows for a career in academia. The Institute is not an EU Institution or body, but an intergovernmental organisation, funded directly by the 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.

2. DESCRIPTION OF RESPONSIBILITIES

Nature of duties:

The EUI is looking for a dynamic, innovative and experienced individual to perform a senior role in the Human Resources Service. Under the direct supervision and guidance of the Director for Human Resources, the incumbent will supervise a range of routine transactions, handle strategic HR projects and contribute to updating policies and procedures. The HR Service consists of a Director, an HR Co-ordinator, six HR Officers, and ad-hoc support staff. It directly serves a community of over 500 administrative, academic and retired staff.

More specific duties include:

- Planning and implementing strategic HR projects;
- Managing and expanding the EUI's staff learning and training activities;
- Providing strategic advice and guidance on HR matters, and proposing the review and adjustment of policies and operational procedures;
- Supervising a range of day-to-day HR administrative operations and ensuring accurate and timely transactions;
- Dealing with the HR management software and data protection issues;
- Enhancing HR analytics and reporting on HR developments;
- Supporting internal and open competitions;
- Liaising on HR matters within the EUI, across units and managerial/administrative levels;
- Liaising with the EU institutions and with other EU bodies on HR related issues;
- Ensuring that the EUI complies with the applicable EUI Staff Regulations and implementing rules;
- Acting as Officer-in-Charge during the absence of the Director for Human Resources.

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;
- 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 education which corresponds to completed university studies attested by a diploma when the normal period of university education is four (4) 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 (1) year when the normal period of university education is at least three (3) years. 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

By the deadline for applications, and in addition to the qualifications required above, candidates must have at least 3 years of proven administrative experience gained after obtaining the diploma required under 3.2.1.

3.3 Knowledge of languages

- Main language: 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 to the extent necessary for the performance of his/her duties.

4. SELECTION CRITERIA

Essential:

- At least 3 years of HR work experience in public, private or non-profit sector administration;
- Track record in drafting analytical, concept and exploratory papers;
- Demonstrated ability to initiate and implement change management projects;
- Experience in supervising staff and co-ordinating work and resources;
- Excellent communication and presentation skills, both orally and in writing, in English.

Advantageous:

- University degree in a field relevant to this post (i.e. human resources management, public or business administration, law or related area) or an equivalent level of professional qualification in a relevant field;
- Knowledge of the Staff Regulations and implementing rules applicable to EU Institutions and Agencies, and experience in the implementation thereof;
- Work experience in a multicultural, university or research environment;
- Knowledge of additional EU languages.

5. APPLICATION PROCEDURE & SCREENING PROCESS

Applications must be submitted electronically using the IUE/1/2016 online application form available at <http://www.eui.eu/About/JobOpportunities/AdministrativePosts.aspx> at the latest by 27/04/2016 at 24.00 (please see also the specific guidelines under section 19 “Important information” in 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 interview and tests.

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

Information for candidates: Candidates who are not shortlisted will be duly notified by the Human Resources 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 7), as shortlisted by the Selection Board, will be invited for an interview and tests:

6.1 Assessment method

Short-listed candidates will be subject to

- an interview assessing the candidate's skills and knowledge relevant to the post. The interview may also include a presentation by the candidate;
- other assessments, including a written test;
- an English language test.

Further information about the testing process will be provided in the invitation letter.

6.2 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.

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 assessment/tests;
- Marking: 0 to 10 for the language test;
- Marking: 0 to 50 for the interview by the Selection Board.

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>

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 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 temporary agent at grade AD5 – AD6, pursuant to Title II of the Conditions of Employment of Other Servants, for an initial period of four years, with the possibility of renewal for a fixed period of up to two years. On expiry of the renewed contract, the temporary agent may be appointed as permanent staff member.

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 ranges between approx. Euro 3,550 and Euro 3,960, depending on the profile and professional experience of the selected candidate. 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 selected candidate 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 submitted by candidates is to manage their 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.

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 Human Resources 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
2. Submit a **judicial appeal** before the Organ of First Instance

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 and 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.

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>