



Florence, 3 October 2016

**VACANCY NOTICE IUE/11/2016  
coupled with a notice for an  
OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS**

<b>Position title:</b>	<b>Special Advisor to the EUI President</b>
<b>Unit:</b>	<b>Office of the President</b>
<b>Type of contract:</b>	<b>Contract Agent</b> (Article 3b of the Conditions of Employment of Other Servants - CEOS)
<b>Grade:</b>	<b>FG IV, Grade 14</b>
<b>Place of employment:</b>	<b>FLORENCE, ITALY</b>
<b>Duration of contract:</b>	The initial appointment is for three (3) years, renewable once up to a maximum of three (3) years. In addition, a member of the contract staff may exceptionally take part in internal competitions for temporary, permanent or contract posts after three years of service.
<b>Closing date for applications:</b>	<b>03/11/ 2016 at 24:00 Central European Time</b>

## 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, and the Max Weber Programme for Post-doctoral Studies. The Institute also hosts the Historical Archives of the European Union. The EUI is not an EU Institution or body, but an inter-governmental organization, 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

The Special Advisor will primarily provide substantive and administrative assistance to the President. This position will ensure the smooth planning, coordination, preparation and completion of relevant dossiers and activities. The Special Advisor must possess a high standard of work, maintain a professional demeanor at all times, exercise utmost discretion when handling confidential information, pay close attention to detail and have the ability to set priorities and anticipate needs. These qualities require strong organizational skills, including the ability to juggle multiple tasks, organize time effectively, be proactive in resolving issues, and conduct research. The incumbent will need to apply outstanding interpersonal and communication skills and maintain good rapport with different internal and external audiences.

## **Main Tasks and Responsibilities**

The Special Advisor reports to the President. Tasks and responsibilities include:

- Planning administrative and substantive matters;
- Managing day-to-day routines, ensuring high quality, accuracy and timeliness;
- Liaising with internal units (Centres/Departments/Services);
- Researching and preparing statements, briefs and documents for internal and external meetings of the President (including EUI internal bodies and committees, EU Institutions, Contracting States, partnering countries, funding institutions, academic partners);
- Drafting correspondence to constituents in the “President’s voice”; proof-reading documents;
- Providing preliminary information to internal and external callers as appropriate and direct inquiries and requests as needed;
- Attending internal and/or external events on behalf of the President;
- Performing special projects and other tasks as assigned.

### **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 of at least three years attested by a diploma.

##### **3.2.2. Professional experience**

By the deadline for applications, and in addition to the qualifications required above, candidates must have at least **8 years** of relevant professional experience gained after obtaining the diploma required under 3.2.1<sup>1</sup>.

##### **3.2.3 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 to the extent necessary for the performance of the duties.

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<sup>1</sup> *PhDs may be counted as professional experience if the candidates received a study grant or salary during the time of PhD studies. The maximum duration counted for PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.*

#### 4. SELECTION CRITERIA

##### Essential:

- Minimum of eight years of relevant professional experience;
- Extensive experience in planning and coordinating the work of an office, programme or project;
- Hands-on experience with the academic life, direct interaction with professors, fellows, and other senior academic staff;
- Experience of interacting with interlocutors at government/ministerial/academic level;
- Excellent knowledge of English; excellent communication and reporting skills in English and ability to present information in a clear and concise manner;
- Knowledge of and demonstrated proficiency in the use of software (Windows, Microsoft Word, Excel, PowerPoint and Outlook).

##### Advantageous:

- A doctoral degree in one of the Social Sciences;
- Knowledge of additional languages of the European Union.

#### 5. APPLICATION PROCEDURE & SCREENING PROCESS

**Applications must be submitted electronically using the IUE/11/2016 online application form available at <http://www.eui.eu/About/JobOpportunities/AdministrativePosts.aspx> at the latest by 03/11/2016 at 24.00 (please see also the specific guidelines under section 19 “Important information” in the application form).**

Only complete applications submitted online will be accepted and considered. Applications received by e-mail, fax or post will not be considered. 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](mailto:applyjob@eui.eu)

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 Contract Staff at grade FG IV 14, pursuant to Title IV of the Conditions of Employment of Other Servants, for an initial period of three years, with the possibility of renewal for a fixed period of up to three years.

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 2,962. 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.

*Further information about remuneration and benefits can be found in Annex I.*

## 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](mailto: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>

## Annex I

### **Remuneration and benefits**

The following table provides examples of monthly salaries taking into account some possible scenarios:

<b>Type of contract</b>	<b>Contract agent – FG IV, grade 14, step 1</b>
Basic salary (net)	Euro 2,962 (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro 3,546 (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro 4,357 (after taxes and social security contributions)

Salaries and allowances are exempt from national taxation in Italy and in the EUI Contracting States, but are subject to a tax (deducted at source) for the benefit of the Institute.

#### **Summary of Conditions of Employment and Benefits**

- Annual leave entitlement of 2 days per calendar month plus additional days for distance from place of origin and an average of 17 days of EUI holidays per year;
- Flexible working hours;
- Training and development programme;
- EUI Pension Scheme ;
- EU Joint Sickness Insurance Scheme for staff member and dependent family;
- Accident and occupational disease insurance coverage;
- Expatriation or foreign residence allowance of 16% or 4%, depending on circumstances;
- Household allowance;
- Dependent child allowance;
- Pre-school allowance (for children aged less than 6);
- School allowance (for children up to the age of 26 in educational or vocational training);
- Installation allowance and reimbursement of removal costs, if applicable;
- Other benefits.