

Florence, 9 June 2017

**VACANCY NOTICE IUE/9/2017**  
**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>Unit:</b>	<b>Academic and/or Administrative Units</b>
<b>Type of contract:</b>	<p><b>Contract Agent</b></p> <p>Candidates included in the reserve list may be offered the following contract types depending on the recruiting unit:</p> <ul style="list-style-type: none"> <li>- <b>Contract type 3a</b> pursuant to Article 3a of the Conditions of Employment of Other Servants</li> <li>- <b>Contract type 3b</b> pursuant to Article 3b of the Conditions of Employment of Other Servants</li> </ul> <p>The conclusion of contracts or their duration might depend on the availability of funding for the specific activity. In such cases the EUI will inform the candidate during the contract negotiation phase.</p>
<b>Grade:</b>	<b>FG II 05</b>
<b>Place of employment:</b>	<b>Florence, Italy</b>
<b>Duration of contract:</b>	<p><b>Contract type 3a:</b> Up to five years, renewable not more than once for a fixed period of up to five 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 three years of service.</p> <p><b>Contract type 3b:</b> Fixed-term contract, renewable. The actual period of employment, including any period under renewal, shall not exceed six 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.</p>
<b>Closing date for applications:</b>	<b>08/07/ 2017 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**

Under the supervision of permanent or temporary staff, the successful candidate will be expected to perform clerical assistance and secretarial support tasks. The main duties can vary from one unit to another, but may include the following:

- Providing general clerical and secretarial support to the relevant unit;
- Performing office management tasks;
- Keeping track of pending files and monitoring outstanding tasks, deadlines and requests;
- Assisting with the organisation of meetings and other events;
- Providing assistance to visitors and guests;
- Drafting memos, notes, minutes of meetings;
- 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;
- 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**

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

#### **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.

## 4. SELECTION CRITERIA

### **Essential:**

- Secretarial skills, proven by professional experience;
- Excellent knowledge of English (CEFR level: C1 or above);
- Good working knowledge of office automation software;
- Experience / ability to work as part of a multinational and multidisciplinary team in an international environment;
- Web-editing skills.

### **Advantageous:**

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

## 5. APPLICATION PROCEDURE & SCREENING PROCESS

Applications must be submitted electronically using the IUE/9/2017 **online application form** available at <http://www.eui.eu/About/JobOpportunities/AdministrativePosts.aspx> at the latest by **08/07/2017 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 20), as shortlisted by the Selection Board, will be invited for an interview and tests:

### **6.1 Assessment method**

Shortlisted candidates will be subject to

- an interview assessing the candidate’s skills and knowledge relevant to the post;
- 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 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.

**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:

Candidates on the reserve list may be offered a contract as Contract Staff member of type 3a or 3b at grade FG II 05, pursuant to Title IV of the Conditions of Employment of Other Servants. The duration of the contract will depend on the contract type (cf. section 'Duration of contract') on page 1.

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 2,003. 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).

- **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>

## 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 (type 3a or 3b) – FG II, grade 5</b>
Basic salary (net)	Euro 2,003 (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro 2,531 (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro 3,072 (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.