

Florence, 5 October 2017

RESERVE LIST IUE/9/2017

**VACANCY NOTICE N°3
following Article 2 of Principal's Decision N°14/2012
laying down a procedure for the use of reserve lists**

Nature of post: 1 contract post – FGII – Assistant in the secretarial field

Unit to which post is attached: Academic Service

Duration of contract: three years, with possibility of renewal

Description of duties: under the supervision of permanent or temporary staff, the contract staff member will be in charge of clerical assistance and secretarial support tasks.

Procedure: the Head of the recruiting unit, in consultation with other interested parties, if necessary, and with a representative of the Human Resources Service, shall select one or more candidates placed on the reserve list IUE/9/2017 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.

¹ Candidates will be interviewed by phone or in person.