



Florence, 1 August 2018

**VACANCY NOTICE IUE/10/2018**  
**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 ADMINISTRATIVE FIELD</b>
<b>Unit:</b>	<b>Department of Law</b>
<b>Type of contract:</b>	<b>Temporary Agent</b> (Type 2b of the Conditions of Employment of Other Servants)
<b>Grade:</b>	<b>AST 1</b>
<b>Duration of contract:</b>	Three years, renewable initially for a period of up to two years. On expiry of the renewed contract, the temporary agent may be appointed as permanent staff member
<b>Place of employment:</b>	<b>Florence, Italy</b>
<b>Closing date for applications:</b>	<b>14/09/2018 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 interdisciplinary, comparative and policy research, the Max Weber Programme for Post-doctoral Studies, which prepares fellows for a career in academia, and the School of Transnational Governance, which sets out to study, debate and teach matters pertaining to governance beyond the State. 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.

**The Department of Law** is composed of twelve professors, four part-time professors and five administrative staff and four emeritus professors, 134 PhD researchers registered, 11 LLM researchers, and 30 visitors, who normally stay for periods between three and six months.

The Department is European and international in character, comparative in its approach and contextual in its methods. It is committed to the study of law in a comparative and contextual manner, with a special focus on European and international law. A variety of method courses and workshops are available to researchers and outstanding levels of interaction between faculty and researchers.

Courses and seminars are interactive, research-oriented and designed to cover the main subject areas of the Department's work. Researchers gain experience in presenting their work, and are encouraged to participate in conferences, workshops and the Department's very active Working Groups.

## 2. DESCRIPTION OF TASKS AND RESPONSIBILITIES

Reporting to the immediate hierarchical superior, the Assistant will be expected to perform assistance and support tasks. These duties include, amongst others, administrative tasks (including secretarial support), office management and other equivalent tasks. These are varied and may include:

- Providing general administrative and secretarial support to three or four professors in the relevant unit, organising couple of seminars per term and assisting their supervisees with general enquiries on courses and thesis defence;
- Liaising with researchers and collaborators on a daily basis: giving general support, organise events, such as seminars, workshops and conferences;
- Drafting minutes of meetings;
- Performing office management tasks: keeping track of pending files and monitoring outstanding tasks, deadlines and requests;
- Organising, following-up, and providing logistic support to meetings and other events;
- Providing assistance to visitors and guests and arranging travel and accommodation;
- Assisting the Departmental Coordinator with the departmental budget forecast;
- Support financial and procurement processes: adapt templates, prepare invoices for verifications
- Overseeing the researcher's selection procedure for the shortlist and admission of new PhD and LLM researchers, liaising with the Academic Service involved in the recruitment, the Departmental Coordinator and Professors. Preparing tables and files for the meetings;
- Web editing of the departmental website and attending web meetings;
- Publications: Formatting of working papers, preparation of leaflets, posters;
- Handling information requests from users and providers, and drafting replies to their queries;
- Working with relevant databases and organising office files;
- Supervise the work of other staff members (Contract Agent, Trainee or external staff)
- Being the reference person regarding EUI administrative procedures;
- Maintaining and archiving documents;
- Maintaining contacts with external contractors (commercial or institutional) relevant to the activities of the unit.

### 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

For this competition, **at least three years' appropriate professional experience directly relevant to the nature of the duties** described in section "Description of tasks and responsibilities" is required.

### 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:

- Skills directly relevant to the profile, attested by a diploma, or equivalent professional experience: Strong organisation, drafting and editing skills;
- Ability to coordinate tasks and projects;
- Strong customer approach;
- Excellent knowledge of English (CEFR Level C1 OR ABOVE);
- Acquaintance with database management such as OSIRIS;
- Good knowledge of office automation software;
- Web editing skills.

### Advantageous:

- Knowledge of additional languages of the European Union;
- Work experience in an academic department of an internationally oriented university environment;
- Experience with management of externally funded research projects;
- Experience with researchers selection procedures;
- Experience with budget forecast.

## 5. APPLICATION PROCEDURE & SCREENING PROCESS

**Applications must be submitted electronically using the IUE/10/2018 online application form available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts> at the latest by **14/09/2018** 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

The Selection Board will assess and score each eligible application according to the essential and advantageous selection criteria laid down in this vacancy notice. It is envisaged that the 7 highest-scoring candidates will be invited for an interview. All candidates having a score equal to the 7th highest scoring candidate will be included in the shortlist.

### 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 20 for the assessment on the basis of qualifications;
- Marking: 0 to 10 for the language test;
- Marking: 0 to 50 for the interview by the Selection Board.

## 7. RESERVE LIST

The competition is primarily aimed at setting up a reserve list in order to fill the specific position advertised. However, the reserve list could be used as well for similar future vacant positions within other departments/centre of the European University Institute.

The names of the candidates included in the reserve list will be published on the EUI Web site: <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

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 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.**

## 8. CONDITIONS OF EMPLOYMENT

### **Type of contract:**

The successful candidate will be appointed by the Appointing Authority as a temporary agent at grade AST1, pursuant to Title II of the Conditions of Employment of Other Servants. He/she will be offered a fixed-term contract, renewable once for a fixed period. Any further renewal shall be for an indefinite period. 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. Euro2.470. 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.*

## 9. 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.

## 10. 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.

## 11. 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>Temporary agent – AST 1, step 1</b>
Basic salary (net)	Euro 2.470,71 (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro 2.833,86 (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro 3.542,92 (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.