



Florence, 17 October 2018

**VACANCY NOTICE IUE/11/2018**  
**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>Positions title:</b>	<b>Administrator – STG Administration</b>
<b>Unit:</b>	<b>School of Transnational Governance (STG)</b>
<b>Type of contract:</b>	<b>Temporary Agent</b> (Type 2a of the Conditions of Employment of Other Servants)
<b>Grade:</b>	<b>AD 5</b>
<b>Place of employment:</b>	<b>Florence, Italy</b>
<b>Duration of contract:</b>	Three (3) years, renewable initially for a fixed period of up to three (3) years. Any further renewal shall be for an indefinite period.
<b>Closing date for applications:</b>	<b>16/11/2018 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 inter-disciplinary, 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 EUI **School of Transnational Governance (STG)**, launched in summer 2017, delivers teaching and high-level training in the methods, knowledge, skills and practice of governance beyond the State. The School brings the worlds of academia and policy-making together in an effort to explore a context, both inside and outside Europe, where policy-making increasingly transcends national borders. Currently, the School offers Executive Training Seminars for experienced professionals and a Policy Leaders Fellowship Programme for early- and mid-career innovators. It also hosts expert Policy Dialogues and is conducting an Oral History project to record the experiences of European Institution presidents.

In 2020, the School will launch a policy-focussed Masters programme for graduates. The programmes will be structured around cross-disciplinary clusters in policy fields such as trade, climate, democratisation, comparative regionalism, security, and economic and social policy.

## 2. DESCRIPTION OF RESPONSIBILITIES

Working within the framework of the strategic orientations of the School as well as the rules of the Institute, while reporting to the Senior Administrator and to the STG Director, the Administrator's main task is to support the management of the School in all of its administrative domains.

**More specific duties include:**

<b>Policy/ Strategy Making</b>
<ul style="list-style-type: none"><li>▪ Contributing to the strategy and the implementation of the activities of the School</li></ul>
<b>Role in administrative processes</b>
<ul style="list-style-type: none"><li>▪ Managing the work of the administrative team, to ensure the implementation of the work programme</li></ul>
<ul style="list-style-type: none"><li>▪ Coordinating the operations of the STG with other EUI services and academic units</li></ul>
<ul style="list-style-type: none"><li>▪ Improving and applying the administrative processes of the STG</li></ul>
<b>People management</b>
<ul style="list-style-type: none"><li>▪ Supervising the administration of the School's activities, acting as Manager for the STG staff members</li></ul>
<ul style="list-style-type: none"><li>▪ Responsible for the division of tasks and the development of staff in accordance with the Human Resources Service</li></ul>
<b>Level of Expertise</b>
<ul style="list-style-type: none"><li>▪ Acting as subject matter expert regarding EUI Administrative rules and guidelines</li></ul>
<b>Budget Management</b>
<ul style="list-style-type: none"><li>▪ Responsible for the daily management of the School's budget</li></ul>
<ul style="list-style-type: none"><li>▪ Supervising the administrative team in budgetary matters</li></ul>
<b>Finance and procurement</b>
<ul style="list-style-type: none"><li>▪ Verifying payments, commitments, participating in evaluation committees for tender procedures</li></ul>
<b>Representation/ Communication:</b>
<ul style="list-style-type: none"><li>▪ Representing the STG internally/externally: Participating in the communication and outreach activities of the School</li></ul>
<ul style="list-style-type: none"><li>▪ Liaising with other services and academic units of the EUI on behalf of the Senior Administrator</li></ul>

**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 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:

- University degree in finance, business administration, social sciences and humanities or related disciplines;
- A minimum of 3 years of proven experience in the administration of an academic department/organisation or similar;
- Strong people and team management skills evidenced by previous experience;
- Proven record in financial and budget management including public procurement activities;
- Strong knowledge of administrative rules and best practices in public administration;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

### Advantageous:

- Postgraduate degree in a relevant field;
- A certificate in Project management;
- A good knowledge of social science and policy research environments;
- Experience in institution-building in a new organization such as the School of Transnational Governance;
- Good communication, presentation, promotion and networking skills;
- Knowledge of additional languages of the European Union.

## 5. APPLICATION PROCEDURE & SCREENING PROCESS

**Applications must be submitted electronically using the IUE/11/2018 online application form available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts> at the latest by 16/11/2018 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 and tests. 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;
- 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 written test;
- Marking: 0 to 10 for the language test;
- Marking: 0 to 50 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:

<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.**

## **7. CONDITIONS OF EMPLOYMENT**

### **Type of contract:**

The successful candidate will be appointed by the Appointing Authority as a temporary agent at grade AD5, 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. Euro 3,656. 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>Temporary agent – AD 5, step 1</b>
Basic salary (net)	Euro 3,656 (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro 4,389 (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro 5,265 (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.