



Florence, 26 February 2019

VACANCY NOTICE AD/ACS/1/2019
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

Positions title:	Admissions Officer
Unit:	Academic Service
Type of contract:	Contract Agent (Article 3b of the Conditions of Employment of Other Servants)
Grade:	FG III
Place of employment:	Florence, Italy
Duration of contract:	The initial appointment is for two (2) years, with possibility of renewal. The total period of employment 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.
Closing date for applications:	28/03/2019 04/04/2019 at 24:00 Central European Time

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 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 STG brings together the worlds of academia and policy-making in an effort to explore a context, both inside and outside Europe, where policy-making increasingly transcends national borders. Currently, the STG 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 STG will launch a policy-focussed Master's 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.

The **Academic Service** provides a wide range of services to the EUI scholarly community geared towards their academic research and professional development. It provides academic skills training, language services, counselling and wellbeing services and engages with researchers in a wide range of

extracurricular activities. The Service also oversees the selection, admission and reception of researchers, and administratively supports them during their entire stay. The Academic Service is also responsible for the organisation and preparation of the meetings of some governing bodies of the EUI.

2. DESCRIPTION OF RESPONSIBILITIES

The EUI is looking for an Admission Officer who will be responsible for the entire selection and admission procedure of applicants for the Master's programme. She/he will provide necessary information on potentially interested candidates and collaborate to that end on the marketing strategy for the Master's programme.

The successful candidate will also be responsible for the reception of the students and provide all necessary administrative support during their stay.

The successful candidate should be knowledgeable about best practices, working methods and tools used in admission offices in universities.

The position will be under the supervision of the Director of the Academic Service.

More specific duties include:

Representation/ Communication:
<ul style="list-style-type: none"> • Representing the Academic Service internally and externally being responsible for the whole organization of the recruitment process (selection and admission) of the STG students and getting involved in the marketing campaign of the STG Master's programme; • Representing the EUI and acting as the first point of contact for prospective students; ensuring proper and timely communication with all the applicants (ie. educational opportunities and options, admission requirements, policies and procedures, financial assistance, etc.) and with all the selected candidates (ie. student inquiries, visas and permits, induction programme, etc.); • Liaising with Italian authorities on visa issues and similar; • Assisting the STG Marketing Officer in the organisation of events and campaigns to promote the STG Master's programme; • Ensuring a user-friendly and up-to-date website.
Policy/ Strategy Making
<ul style="list-style-type: none"> • Assisting the Academic Service and the STG Management in developing strategies for the evaluation and the improvement of the recruitment process; • Analysing trends in student recruitment programmes; • Regularly providing insights, statistics and data as part of the strategic objectives of the Academic Service and STG.
Role in administrative processes
<ul style="list-style-type: none"> • Ensuring that all the steps of the selection process are planned, delivered and monitored to maximum effect, in close collaboration with staff across the Academic Service, STG, Departments, and external partners; • Acting as the reference person and responsible staff member for all the administrative processes related to the recruitment of the STG Master's students; • Providing all the administrative support for the selection and admission of the STG students; • Contributing to the improvement of the Academic Service administrative workflow and processes.

Finance and procurement responsibility
<ul style="list-style-type: none"> • Supporting financial processes related to the recruitment of the STG Master's students; • Providing assistance on fee-waivers and scholarships in line with the strategic policy of the EUI.

Budget Management
<ul style="list-style-type: none"> • Preparing budget estimates related to selection events; • Providing inputs and data to annual reports.

Level of Expertise
<ul style="list-style-type: none"> ▪ Acting as a subject matter expert: knows the best practices and working methods of admission offices of universities.

Level of autonomy and accountability
<ul style="list-style-type: none"> ▪ Reporting directly to the Director of Academic Services. High level of autonomy.

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, and appropriate professional experience of at least three years. This professional experience will be considered part of the educational qualification 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 three years of relevant professional experience gained after obtaining the diploma required under 3.2.1.

3.2.3 Knowledge of Languages¹

- 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 an area relevant to the Social Sciences and Humanities or similar;
- At least 3 years of relevant work experience in a university and good knowledge of student recruitment and retention issues;
- Service-oriented attitude, accuracy, high sense of confidentiality, and discretion in handling sensitive information and data, as documented by relevant work experience;
- Experience of liaising with people at all levels and of working in a team environment;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above), and demonstrated ability to communicate effectively both orally and in writing.

Advantageous:

- Knowledge of the broad spectrum of available university academic units, curricula, and programmes;
- Experience in promotion campaigns, including university fairs;
- Knowledge of additional languages of the European Union, particularly Italian.

5. APPLICATION PROCEDURE & SCREENING PROCESS

Applications must be submitted electronically using the AD/ACS/1/2019 online application form available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts> at the latest by 28/03/2019 at 24.00.

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

¹ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

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 skills;
- Marking: 0 to 50 for the interview by the Selection Board.

6.3 Reserve list

This competition is primarily aimed at setting up a priority list in order to fill the specific position advertised. However, this list may also be used as a reserve list to fill similar vacant future positions in other units 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.

7. CONDITIONS OF EMPLOYMENT

Type of contract:

The successful candidate will be appointed by the Appointing Authority as a contract agent of type 3b in grade FG III, pursuant to Title IV of the Conditions of Employment of Other Servants. He/she will be offered an initial contract of two years, renewable twice for periods of two years each. The total period of employment shall not exceed six 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 in the lowest grade (FG III 08) is approx. Euro 2,301. 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.

- **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:

<https://www.eui.eu/ServicesAndAdmin/PersonnelService/RulesRegulations/Complaints-and-appeals>

Annex I

Remuneration and benefits

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

Type of contract	Contract agent – FG III 08 (basic salary - with no professional experience)
Basic salary (net)	Euro 2,301 (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro 2,819 (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro 3,377 (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.