



## VACANCY NOTICE AD/HRS/1/2019

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list of **HR Officers** (Contract agent posts 3a– FG III 08<sup>1</sup>)

### Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **doctoral and post-doctoral studies**, and **advanced research**;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: <https://www.eui.eu/About>



### Our Unit

The Human Resources Service provides multiple services to the EUI management as well as its employees, academic and administrative. It advises the President, the Secretary General and EUI Managers in the field of human resources. It assists the workforce of approx. 550 employees with their contractual rights and obligations, while also administering their employment contracts.

Our team is composed of 11 dedicated and enthusiastic HR professionals. We are working on efficient, qualitative and timely administration of the full spectrum of HR activities such as selection, recruitment, learning & development for both academic and administrative staff. Moreover, the HR Service is implementing new projects such as talent management, workforce planning and communication through social platforms.



---

<sup>1</sup> cf. Annex II

## Your Key Responsibilities

The EUI is looking for dynamic human resource officers, who will thrive in a university setting hosting more than 1000 international researchers and employees.

The HR Officer will be in daily contact with many groups of staff of the EUI and you will advise colleagues and bring your expertise on HR processes and procedures to support the administrative and academic activities. The main duties may include the following:

### ***Policy/ Strategy Making:***

- Contributing to the development of new HR policies and/or projects such as talent management (implementation of competencies framework), process mapping (translate and refine HR processes) attraction/retention of talents, workforce planning, etc.
- Providing insights, statistics and data allowing managers to draft strategic documents.

### ***Role in administrative processes:***

- Being responsible for a category or a group of staff members, for all HR procedures;
- Preparing and contributing to the management of selection and recruitment files;
- Maintaining the HR management system;
- Preparing, launching and following up staff assessment and promotion exercises;
- Contributing to communication on training policy aimed at all staff;
- Contributing to new learning and development activities on the basis of strategic priorities identified by the management.



### ***Representation/communication:***

- Representing the HR service inside and outside the EUI and liaising with internal and external stakeholders;
- Acting as primary point of contact for any query related to staff issues;
- Contributing to the planning and implementation of external communication activities especially on social media;
- Contributing to the organisation and the design of events such as training activities, orientation days, workshops, brainstorming sessions.

### ***People management:***

- Support, train, coach others colleagues, trainees or new comers to make sure HR procedures are well understood and respected.

### ***Finance and procurement:***

- Supporting financial and procurement processes: adapt templates, prepare invoices for verifications, request commitments.
- Contributing to the drafting of call for tenders.

### ***Level of Expertise:***

- Acting as a subject matter specialist regarding HR administrative processes: ensure compliance with staff rules and regulations.

## **Your Key Competencies**

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies specific to the unit include the following:

- Confidentiality
- Knowledge of Staff Regulations
- Stakeholders orientation
- Working with others

## **What We Offer**

- A role in an inspiring community of young scholars with an exclusive focus on doctoral and post-doctoral studies;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Languages courses and soft skills trainings;
- Access to all EUI facilities: library, PC rooms, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



## **How To Apply**

Applications must be submitted electronically using the AD/HRS/1/2019 [online application form](https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

**CLOSING DATE FOR APPLICATIONS: 2 February 2020 at 24:00 CET**

**Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.**

## ELIGIBILITY CRITERIA

**On the closing date for online applications, you must fulfil all the following general and specific conditions:**

### 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.

### 2. Specific conditions

#### 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 2.2.2.

#### 2.2. Professional experience<sup>2</sup>

By the deadline for applications, and in addition to the qualifications required above, you must have at least **three years** of relevant professional experience gained after obtaining the diploma required under 2.1.

#### 2.3 Knowledge of Languages<sup>3</sup>

- 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.

---

<sup>2</sup> Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Completed and remunerated PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

<sup>3</sup> Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

## **SELECTION CRITERIA**

### ***Essential***

- Professional experience and skills in the HR field directly relevant to the nature of the duties;
- Experience in applying staff rules and regulations in large diverse organizations;
- Strong sense of confidentiality and discretion in handling sensitive information;
- Solid Stakeholders orientation as evidenced by previous work experience;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

### **Advantageous**

- Diploma or certificate in Human Resources Management;
- Very good communication skills;
- Experience / ability to work as part of a multinational and multidisciplinary team in an international environment.