

Florence, 15 October 2019

VACANCY NOTICE AD/LIB/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:	Law Information Specialist
Unit:	EUI Library
Type of contract:	Temporary Agent (Type 2a of the Conditions of Employment of Other Servants)
Grade:	AST3
Place of employment:	Florence, Italy
Duration of contract:	Three (3) years, renewable initially for a fixed period of up to three (3) years. Any further renewal shall be for an indefinite period.
Closing date for applications:	17/11/2019 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 organisation, 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 Library](#) supports research at the Institute with a team of 20 librarians and information specialists. Over forty years of investment in collections, services and infrastructure have resulted in an internationally recognised social science research library, valued for its multi-national character and the high quality of its collections with a special emphasis on Europe.

The Library has the status of European Documentation Centre (EDC), an official depository of EU publications and documents. The EUI subscribes to the principle of Open Access. Library staff strives to work with the academic community to increase the content, coverage and visibility of the EUI research repository, Cadmus.

2. DESCRIPTION OF RESPONSIBILITIES

The European University Institute is seeking a highly motivated and service-oriented professional to become the Law Information Specialist of the Library of the EUI. As a successful candidate, you should be experienced in legal research and in working in law libraries in order to support the scholarly activities of the Law Department and any other EUI scholars with legal information needs.

Our Library serves the EUI's outstanding academic community, making available excellent collections and information tools in the Social Sciences and Humanities, with Europe as its natural focus, and as a background for a broader international approach.

As Information Specialist for Law, you will develop a unique collection, transforming a collection originating in print and which is today in part electronic, into a primarily electronic resource. You will also manage the European Documentation Centre and related services.

The renowned Department of Law at the EUI is European and international in character, comparative in its approach and contextual in its methods. As Information Specialist for Law, you will assist professors and researchers committed to the study of law in a comparative and contextual manner, with a special focus on European and international law. The activity of the Law Department also includes research-oriented courses and seminars, designed to cover the main subject areas of the Department's work. You should be an enthusiastic professional who, apart from developing the collections, can anticipate the needs of your users and follow departmental scholarly activity.

We are looking for an innovative, enterprising colleague who can fulfil these objectives in a professionally and geographically unique and stimulating atmosphere.

More specific duties include:

Level of expertise
<ul style="list-style-type: none">• Providing high-quality specialised information related to the research topics of the Law department, as well as the other Schools, Centres, programmes or similar for which law is an important discipline;• Providing advice on copyright and intellectual property matters;• Advice on scholarly publishing;• Following trends in scholarly communications with special reference to law and the EU;• Maintaining awareness of changes and trends within EUI-related disciplines.
Representation/Communication
<ul style="list-style-type: none">• Providing regular training for early stage researchers, professors and any other users interested in the law collection and services of the Library;• Conducting evaluation of the training provided;• Providing orientations and organising workshops and tours to assure a good knowledge of the Law collections and services of the Library;• Partnering with faculty and researchers to meet their information needs for scientific and educational purposes;• Maintaining the content of the law library web pages;• Maintaining and further developing relationships with EUI departments and services in collaboration with Library colleagues;• Participating in and contribute to the profession through professional activities outside the Library;• Curating and promoting the European Documentation Centre.
Policy/Strategy-making
<ul style="list-style-type: none">• Leading the strategic discussions in regard to the Law and EDC collections, as well as participating in the discussions in relation to the Library collection and services as a whole.• Identifying, examining, and evaluating major publications and trends in Law across a variety of languages including English, German and French;

- Analysing and organising special collections and information and evaluating the quality of them;
- Facilitating Users’ access to EU Documentation, and participating in the transformation of this collection into a digitised collection when possible, understanding and reacting to the copyright framework;
- Accelerating the transition towards digital collections;
- Participating actively in the Library working groups.

Role in administrative processes

- Collection development of books, journals and databases in the areas of research covered in the Law Department, Academy of European Law, the RSCAS and the School of Transnational Governance;
- Responding to the users’ needs on the basis of statistics and patron-driven acquisitions;
- Classification of monographs using a specifically-devised classification scheme for law books;
- Developing and maintaining collections of datasets, legal resources, international organisations information.

Level of autonomy/accountability

- High level of autonomy;
- Reports directly to the Director of the EUI Library

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 experience¹

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 Languages²

- 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 Law;
- At least 3 years of relevant work experience in libraries or documentation centres;
- Ability to work as part of a multinational and multidisciplinary team in an international environment;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above);
- Good knowledge of written French or German (CEFR level: B2 or above).

Advantageous:

- University studies/diploma in Library Information Science;
- Experience with information literacy instruction applied to Law disciplines;
- Demonstrated experience working with official European documentation.

5. APPLICATION PROCEDURE & SCREENING PROCESS

Applications must be submitted electronically using the AD/LIB/1/2019 online application form available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts> at the latest by 17/11/2019 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.

¹ 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.

² Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

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

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.

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 AST3, pursuant to Title II of the Conditions of Employment of Other Servants, for an initial period of three years, with the possibility of renewal for a fixed period of up to three years. 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 2,943. 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. 10 of 18 February 2019 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	Temporary agent – AST 3, step 1
Basic salary (net)	Euro 2.943 (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro 3.520 (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro 4.352 (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.