



**VACANCY NOTICE AD/SCOM/5/2019**  
**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**

<b>Position title:</b>	<b>State of the Union – Event Officer</b>
<b>Unit:</b>	<b>Communications Service</b>
<b>Type of contract:</b>	<b>Contract type 3a</b> pursuant to Article 3a of the Conditions of Employment of Other Servants.
<b>Grade:</b>	<b>FG III, Grade 08</b>
<b>Place of employment:</b>	<b>Florence, Italy</b>
<b>Duration of contract:</b>	Three years, renewable initially for a fixed period of up to 3 years. Any further renewal shall be for an indefinite period.
<b>Closing date for applications:</b>	<b>16 January 2020 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 [Communication Service](#) steers and coordinates the EUI's internal and external communication strategies. The team handles the EUI's public and media relations efforts, produces the Institute's central publications and main web pages, and manages its social media presence. It plans or supports the organisation of major events promoting our research activities and other initiatives reaching out to the EUI community and beyond. It is also in charge of coordinating the relations of the Institute with its thriving Alumni community. Finally, it devotes many of its efforts to establishing the presence of the School of Transnational Governance, and to promoting its visibility on the global academic landscape.

Amongst the major events promoted, the Communication Service leads the organisation of [The State of the Union](#) conference, the EUI annual summit for high-level reflection on the European Union. Over the last nine years, this has become a reference point in the EU agenda for policy-makers, civil society representatives, business and opinion leaders, and academics. The President of the European Commission, the President of the European Parliament, and national Presidents, Prime Ministers and Foreign Ministers have taken part in recent years. The **tenth edition** of The State of the Union will take place in Florence from 7 to 9 May 2020.

## 2. DESCRIPTION OF RESPONSIBILITIES

The EUI is seeking an experienced professional to coordinate and manage the operational activities of The State of the Union conference.

Under the direct supervision of the Conference Project Manager and the Director of the Communications Service, the Event Officer will support the implementation of The State of the Union conference working with all relevant internal colleagues and external partners.

The successful candidate will be in charge of a range of activities, from the conference's general management and promotion to fundraising and partnership building. Strong organisational and communication skills are required for the implementation of the conference to ensure its success in terms of optimising the impact and visibility of the EUI's core activities and the strengthening of its external relations.

<b>Representation/ Communication</b>
<ul style="list-style-type: none"><li>• Act as the Secretary to the Scientific Committee of The State of the Union, which is composed of the EUI President, Secretary General, Director of Communications and representatives of EUI Departments and Centres; organise monthly meetings; draft the agenda and minutes of the meetings; facilitate internal communications and relations with the conference stakeholders; write the Final Report to be published online and distributed amongst the conference stakeholders;</li><li>• Draft and edit a range of texts, including administrative documents, e.g. fundraising documents, partnership agreements, information and press documents in line with the EUI's Corporate ID;</li><li>• Assist in the maintenance of the EUI's Customer Relationship Management (CRM) system (Dynamics 365) used to store contacts, distribution lists and send mass mailings;</li><li>• Coordinate the publication of conference materials (badges, booklets, programmes, etc.) and oversee the production of all graphic materials in line with the EUI's Corporate ID;</li><li>• Regularly update The State of the Union website providing input on the site's structure to the Web Team;</li><li>• Liaise with partners to ensure consistency across any complementary events (Side Events) being organised in the framework of The State of the Union;</li><li>• Liaise with conference speakers over tasks including, but not limited to, coordinating personal programmes for high-level guests, hotel bookings and transfers.</li></ul>
<b>Level of autonomy and accountability</b>
<ul style="list-style-type: none"><li>• Accounts for her/his own work, reporting to the Conference Project Manager and the Director of the Service. High level of autonomy.</li></ul>
<b>Finance and procurement responsibility</b>
<ul style="list-style-type: none"><li>• Liaise with providers, including local companies, to request and negotiate quotes. Work with the Budget and Financial Affairs Service to request the opening of financial commitments. Assist providers with invoicing procedures as well as selected conference invitees with reimbursement claims. Adapt templates and verify invoices for payment;</li><li>• Assist the Conference Project Manager to track and identify sources of external funding; support the negotiation phase until agreements are signed with partners at the local, national and international level.</li></ul>
<b>Budget Management</b>
<ul style="list-style-type: none"><li>• Prepare budget estimates and monitor the Conference budget's expenditure.</li></ul>

### **Role in administrative processes**

- Oversee the conference's registration system, sending out mass invitations to a selected audience, collect registrations and report on the outcome to the Director;
- Ensure the daily coordination of activities of the conference including, but not limited to, providing guidelines, establishing workflows and providing support to any conference stakeholders;
- Oversee conference logistics, including technical set-up, catering and security, liaising closely with colleagues from the EUI Real Estate and Facilities Service;
- Ensure compliance with EUI protocol in collaboration with the Office of the Secretary General;
- Archive documents in the service's shared folder and record management system.

### **Level of Expertise**

- Knows the relevant financial and administrative rules;
- Proposes and contributes improvements to existing administrative procedures and practices.

### **Policy/ Strategy Making**

- Provide input and updates to senior EUI colleagues on the format, programme and speakers of the event to ensure its place in the EUI's broader strategy as a tool to optimise the Institute's visibility and external relations is fully exploited.

## **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<sup>1</sup>

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 Languages<sup>2</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.

## 4. SELECTION CRITERIA

### **Essential:**

- At least three years of professional experience in event management, including administrative and budgetary responsibilities;
- Excellent organisational and project coordination skills, including the ability to set priorities, manage multiple tasks, and organise time effectively;
- Familiarity with Customer Relationship Management systems to manage contacts and organise marketing campaigns, and with communications and social media outreach tools;
- Strong IT skills, including Microsoft Office, registration systems and web editing;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

### **Advantageous:**

- Ability to work as part of a multinational and multidisciplinary team in an international environment;
- Knowledge of additional languages of the EU, particularly Italian;
- Knowledge and an interest in current affairs, EU policy and public relations.

### **General competencies assessed during the selection procedure (written test and/or interview):**

- Ability to communicate effectively orally and in writing with experience in liaising with people at all levels;
- Strong teamwork skills.

## 5. APPLICATION PROCEDURE & SCREENING PROCESS

**Applications must be submitted electronically using the AD/SCOM/5/2019 online application form available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts> at the latest by **16/01/2020** 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.

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<sup>1</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>2</sup> Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language

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 desirable 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;
- 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 assessments/tests;
- Marking: 0 to 10 for the language test;
- 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 positions 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.

**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 3a at grade FG III08, pursuant to Title IV of the Conditions of Employment of Other Servants. He/she will be offered a contract of three years, renewable not more than once 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 2,301. 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. 10/2019 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](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:

<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:

<b>Type of contract</b>	<b>Contract agent – FG III, grade 8</b>
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.