

VACANCY NOTICE AD/EUI/2/2020

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

ASSISTANTS IN THE ADMINISTRATIVE FIELD (Contract agent posts, type 3a, FG II 05¹)

for general administrative tasks in the following units:

Academic departments, centres and programmes

Administrative services

Library and Historical Archives

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>



The EUI strives to secure the highest standards in the employment of the staff, with due regard to the importance of reflecting both gender balance and a wide geographical basis, with reference to its contracting states.

Your Key Responsibilities

The EUI is looking for dynamic administrative assistants, who will thrive in a university and international setting hosting more than 1000 international scholars and administrative staff with various backgrounds..

The EUI is looking to fill future vacancies in all its units.

¹ cf. Annex II

Under the supervision of directors, team leaders or coordinators, you will be expected to perform clerical assistance and secretarial support tasks. The main duties can vary from one unit to another, but may include the following:

Role in administrative processes

- Providing clerical and secretarial support to the relevant unit;
- Drafting memos, notes, minutes of meetings;
- Keeping track of pending files and monitoring outstanding tasks, deadlines and requests;
- Assisting with the coordination and planning of work in the unit;
- Performing office management tasks, including maintaining and archiving documents and files;
- Providing general administrative support, including project assistance for externally-funded research projects and organisation of missions;
- Maintaining databases and online tools.

Representation/communication

- Providing logistical and administrative support for communication actions;
- Organising academic/research activities (lectures, thesis defences, seminars, workshops, conferences, summer schools);
- Providing assistance to visitors and guests;
- Liaising with researchers and/or collaborators on a daily basis, giving general support;
- Web editing of the unit's website.

Finance and procurement

- Supporting financial and procurement processes: adapting templates, preparing invoices for verification, drafting debit notes, requesting commitments;
- Contributing to the drafting of contracts (with external providers, external collaborators, small research assistant jobs) and calls for tender.

Budget Management

- Supporting the coordinator and/or the responsible team leader with project-related budget forecasts;
- Providing statistics and data for annual reports;
- Managing specific small budgets, e.g. for events or communication activities.

Level of Expertise

- Acting as subject matter generalist regarding all administrative processes: ensuring compliance with administrative regulations (financial regulations, staff regulations, procedures, etc.) for the projects you will be involved in.



Our Units

Academic departments, centres and programmes

The **Academic Departments** offer fully-funded four-year PhD programmes in Law, Economics, History and Civilization, and Political and Social Sciences, with special reference to Europe, and an LL.M. programme in Comparative, European and International Laws.



The **Robert Schuman Centre for Advanced Studies** develops inter-disciplinary and comparative research on the dynamics of European integration and Europe's role in the world.

The Centre has a large post-doctoral programme and hosts major research programmes, projects and data sets dealing principally with the themes of integration, governance and democracy; macroeconomic governance; and Europe and world politics.

The EUI **School of Transnational Governance** (STG) trains tomorrow's leaders on the concepts, methods and practices of governance beyond the state. It offers policy leader fellowships, executive training and high-level policy dialogues on issues concerning governance beyond the state. The School launched a new Master's programme in transnational governance in 2020.

The **Max Weber Programme** for post-doctoral studies prepares fellows for a career in academia. It is the largest programme of its kind in Europe, bringing together more than 60 fellows from around the world working in Law, Economics, History and Civilization, and Political and Social Sciences.

Administrative services

The Academic Service oversees the selection, admission and reception of researchers, and supports them administratively during their entire stay. The Academic Service also provides academic skills training, language services, counselling and wellbeing services and engages with researchers in a wide range of extracurricular activities..

The **Accounting Unit** keeps and presents the EUI's annual accounts in accordance with the applicable accounting and financial reporting framework, and ensures the treasury management through the proper implementation of payments and revenue.

The Budget and Financial Affairs Service is in charge of executing the full budgetary cycle from the preparation of the annual draft budget, to its implementation (payments, collection of revenue, preparation/presentation of the accounts, etc.) to the discharge of the President. It promotes sound financial management and practices while complying with the budgetary regulatory framework.

The Communications Service 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 such as the State of the Union conference, promoting the EUI 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.

The [Human Resources Service](#) provides a broad range of services to the EUI management and academic and administrative staff. It assists the workforce of approx. 550 employees with their contractual rights and obligations, while also administering their employment contracts and managing activities for career development.

The [ICT Service](#) provides Information Technology (IT) resources for the work and activities of the EUI. It is committed to delivering quality customer service and technical solutions in the academic and administrative environments of the EUI community.

The [Internal Audit Office](#) and the [Office of the Legal Advisor and Data Protection Officer](#) are part of the EUI's central administration. The latter advises the EUI's management on all legal and data protection issues. The office is in charge of improving the overall quality and consistency of the EUI activities from a legal point of view. It represents and defends the legal interests of the EUI during meetings, and in judicial or extrajudicial proceedings.

The [Real Estate and Facilities Service](#) manages the overall infrastructure of the EUI Campus. It operates and maintains all of the Institute's buildings and their services, and implements plans for sustainable growth. The Service also operates and manages all facilities and related support services across the EUI.

[Library and Historical Archives of the European Union](#)

Research at the Institute is supported by an excellent [Library](#) in the Social Sciences, and by a team of experienced librarians and information specialists. The Library supports the academic community, by selecting and making available all information sources in the different fields of teaching and research.

The [Historical Archives of the European Union](#) preserve and make accessible the historical documents deposited by EU institutions, collect and preserve private papers of individuals, movements and international organizations involved in European integration.

Floaters

Apart from being assigned to a specific unit, you might also be selected to start as a **floater** and rotate to various units for short or medium-term assignments, assisting in tasks during longer absences or in case of urgent needs. Working in different sectors of the EUI, you will gain solid and broad insights into the whole Institute.

Competencies specific to administrative roles

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 units include the following:

- Compliance
- Knowledge of rules and regulations
- Customer orientation

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/EUI/2/2020 [online application form](#) available at

<https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: 31 JANUARY 2021 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 duties².

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. Professional experience³

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

2.3 Knowledge of Languages⁴

- 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.

² As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that s/he fulfils the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants.

³ 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.

⁴ 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 directly relevant to the nature of the duties;
- Experience/ability to work as part of multinational and multidisciplinary team in an international environment;
- Strong customer orientation and good teamwork skills, evidenced by previous work experience;
- Good working knowledge of office automation software;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

- Knowledge of additional languages of the European Union;
- Work experience in an academic or research environment.