



VACANCY NOTICE V/AD/HAR/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 for the post of

ARCHIVIST
(Contract agent post, type 3b, FG III 08¹)
within the Historical Archives of the European Union

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 mission of the **Historical Archives of the European Union (HAEU)** is to preserve and make accessible to the research community and the public, the archives deposited by EU institutions, bodies and agencies in Florence after thirty years. The HAEU also collects and preserves private archives of individuals, movements and organizations involved in European integration. The HAEU facilitates research on the history of the European Union and its institutions, promotes public interest in European integration, and enhances transparency in the functioning of EU Institutions.

Your Key Responsibilities

The Historical Archives of the European Union is looking for a dynamic archivist who will be responsible for the treatment, appraisal, selection and description of the archives of the European Space Agency (ESA). Furthermore, the successful candidate will provide information and reference services on these archives and liaise with the ESA Archives Service on the application of their archival rules and procedures.

¹ cf. Annex II

Reporting directly to the Director of the HAEU, the candidate will arrange and describe archival holdings according to recognised international standards and archival rules and procedures applicable at the European Space Agency and the Historical Archives of the European Union. Taking into account aspects of information security and data protection, he/she will develop and implement rules and procedures on access and long-term preservation of ESA historical archives – which will also include provisions for new methods in digital archives preservation – as well as draft internal procedures on the arrangement and treatment of these archives. Furthermore, the candidate will prepare online finding aids, inventories, archival authority notes and other tools to assist in the consultation of ESA archives, using the HAEU online database and digital platform. He/she will contribute to HAEU activities in promoting ESA archives and their consultation, such as the organisation of workshops and conferences, educational initiatives, Open Day, and other public and scholarly events.

More specific duties include, but are not limited to, the following:

Level of Expertise:

- Acting as subject matter specialist for the arrangement, treatment, appraisal and selection of ESA archives for permanent preservation and public access according to rules in place at ESA and the HAEU;
- Ensuring high standards in the archival treatment and description by applying international standards and methods, and by keeping abreast of international trends and good practice in the field of archival science;
- Offering excellent skills in archival work in response to the needs and expectations of both ESA and the HAEU;
- Applying good technical and drafting skills in describing ESA archives and preparing other finding aids, authority records and tools to cater for online search and retrieval of relevant descriptive information on ESA archives.

Technological awareness:

- Actively applying ICT technology in the archival work and being open to learn new ICT tools and methods;
- Keeping abreast of applicable ICT tools, technological developments, in particular in the field of archival description and metadata management, and digital long-term preservation and access.

Policy/ Strategy Making:

- Contributing to the access rules and preservation policies regarding ESA archives deposited at the HAEU, in particular providing input for the strategic transition of ESA towards digital archiving;
- Implementing rules and procedures on the archiving and retention of ESA documents and files at the HAEU, taking into account relevant provisions on information security and protection of personal data;
- Advising the HAEU Director and the ESA Archives Service on strategic considerations in regard to the preservation and access to ESA archives.

Representation/communication:

- Providing reference and information services to scholars who consult ESA historical archives at the HAEU;

- Advising the HAEU Director and the ESA Archives Service on any issues related to the treatment, appraisal, selection, description, preservation and access to ESA historical archives in deposit;
- Liaising internally with the HAEU archivists and externally with ESA Archives Service and the scholarly community on matters related to the ESA archival treatment work;
- Writing regular reports and preparing data for statistics on the advancement of work and the availability of ESA archives for opening to the public;
- Developing and maintaining the contents of the ESA archives presentation in the HAEU online database and digital platform, and writing news articles on milestones in the ESA archives treatment.

Level of autonomy and accountability:

- Working with high level of autonomy;
- Applying a high sense of responsibility and accountability;
- Reporting directly to the Director HAEU.

Role in administrative processes:

- Managing the ESA archives project with a view to ensuring its smooth daily functioning and the achievement of the goals set by the Service;
- Performing other duties as required by the Director.

People management:

- Supervising the work of trainees involved in the ESA archives project.

Budget management:

- Preparing budget estimates for the ESA archives project within the HAEU's annual work programme and budget;
- Providing relevant budget data for the HAEU's annual activity report.



Finance and procurement:

- Requesting quotes from and verify commitments and payments for external service providers for the ESA archives project.

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 and the role include the following:

- Sharing Knowledge

- Willingness to learn
- Stakeholders Orientation
- Knowledge – Languages
- Technical knowledge
- Analysis and problem-solving
- Ability to work independently
- Project and Task Management

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;
- Language courses and soft skills trainings;
- Access to all EUI facilities: library, 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 V/AD/HAR/2/2020 [online application form](#) available at

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

CLOSING DATE FOR APPLICATIONS: 31/08/2020 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.

Annex I – Eligibility and Selection Criteria

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 experience²

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 Languages³

- 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.

SELECTION CRITERIA

Essential

- University studies/diploma in Archives Science;
- At least 3 years of relevant work experience in an archives service;
- Experience in working with archival database systems and with international archival standards, such as ISAD(G);
- Proven ability to work in an international team;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

- Experience in working with European Union institutions or international organizations;
- Good knowledge of additional official EU languages.

² 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.

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