

VACANCY NOTICE V/AD/ACS/3/2021

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

Teacher of Italian Language
Part time (50%)
(Temporary Agent, type 2a, AST04¹)

in the Academic Service, Language Centre

Who We Are

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

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **post-graduate, 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 **Academic Service** is in charge of providing support, including monitoring and assessment, to the EUI's teaching activities. The Academic Service oversees and supports the application, selection, and admission processes of master students, early career researchers (i.e. doctoral and postdoctoral fellows), fellows, academic assistants and professors.

The Academic Service collaborates with national and international funding authorities and academic and research institutions in the world. It follows and administers the progress of all academic programmes at the EUI (Master, Ph.D., postdoctoral) in close collaboration with the EUI Academic Units, the Dean of Graduate Studies, and the Dean of Postdoctoral Studies. It offers a wide range of academic skills and professional development courses and career advice to early career researchers; offers language courses; counselling and wellbeing services and supports a wide range of extracurricular activities.

¹ cf. Annex II

The [Language Centre](#) is part of the Academic Service and offers courses, workshops and services designed for EUI members and their different needs during their stay at the EUI. Its mission is to provide language training in oral and written academic communication skills and to facilitate networking in academic environments. The language centre offers language courses and services in English, French, Italian, German and Spanish provided by professionally trained staff and also relies on a group of freelancers.

Your Key Responsibilities

The EUI is looking for a teacher of the Italian language, to teach Italian as a foreign language to members of the EUI community, including doctoral and postdoctoral researchers in the Social Sciences and Humanities.

The successful candidate will design and deliver courses, workshops and services to the EUI community (including students, doctoral and postdoctoral researchers, and staff). They will assist in the coordination of the Language Centre's activities for the Italian language and collaborate with members of the EUI community, the colleagues in the Language Centre, and the teaching and learning officer.

Level of Expertise:

- Acting as a subject-matter specialist for Italian language courses;
- Acting as language specialist in Italian, as well as advising EUI staff and faculty on language-related issues;
- Acting as a pedagogical specialist, including pedagogical digital capacities., with special emphasis on diversity and inclusiveness in the learning environment

Policy/ Strategy Making:

- Under the supervision of the Director of the Academic Service and the Language Centre coordinator, assisting in developing and implementing the overall strategy, design and activities of the Italian language Team of the EUI Language Centre, taking account of the EUI's mission as an international teaching and research institution;
- Analysing the Italian language needs of the EUI community, including those related to newcomers to Italy, contributing to their smooth integration;
- Contributing to the Action Plan, the Annual Activity Report and the fulfilment of the KPIs.

Representation/communication:

- Representing the Language Centre internally and externally: presenting the activities of the Italian language Team both internally in the framework of the EUI doctoral and postdoctoral programmes and externally to external stakeholders and in conferences;
- Participating in outreach activities: developing networks and creating partnerships with key universities and institutions teaching Italian both inside and outside the EU.

Level of autonomy and accountability:

- Working with a high level of autonomy;
- Reporting to the Director of the Academic Service and the Language Centre coordinator.

Role in administrative processes:

- Contributing to the annual programme of courses and activities of the Italian language Team of the Language Centre;

- Providing Italian language courses to members of the EUI community, including Ph.D. researchers, postdoctoral fellows and staff;
- Actively participating in the digitalization of administrative procedures in the Language Centre;
- Carrying out special tasks in administration as assigned by the Language Centre's Coordinator and the Director of the Academic Service.

Budget management:

- Contributing to the planning and management of the budget of the Language Centre.

Finance and procurement:

- Contributing to all financial and procurement processes related to the Italian language unit;
- Verifying payments and commitments, and participating in evaluation committees for tender procedures.



People management:

- Assisting the Language Centre coordinator in the division of tasks (amongst staff members and freelancers) according to the annual programme of courses and activities;
- Providing contribution for the assessment, recruitment and the development of staff.

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:

- Knowledge of Processes & Procedures
- Multitasking
- Problem solving
- Interpersonal skills
- Working with others
- Pedagogical understanding
- Open-minded mentality

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and support staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and the commitment to attracting, encouraging and retaining a diverse and highly qualified workforce;
- 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, 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/ACS/3/2021 online [application form](#) available at

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

CLOSING DATE FOR APPLICATIONS: 06/09/2021 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 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 **five 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.

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 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.

SELECTION CRITERIA

Essential

- Graduate university degree in languages, linguistics or related disciplines;
- At least 5 years of relevant professional experience in a Higher Education Institution in teaching Italian as a foreign language, with high levels of learner satisfaction attested by feedback/appraisals;
- Qualification in teaching Italian as a foreign language;
- Strong communication, representation, promotion and networking skills;
- Excellent knowledge of Italian (mother-tongue level), both spoken and written (CEFR level: C2);
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

- Doctoral degree in a relevant area;
- Work experience in an international environment;
- Knowledge of additional languages of the European Union.