

VACANCY NOTICE V/AD/REF/1/2021

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

Support Officer to the Technical Unit in the Real Estate and Facilities Service (Contract agent post 3a– FG III 08¹)

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 mission of the **Real Estate and Facilities Service (REFS)** is to offer to the community of users and to all visitors the optimal work and life environment for the duration of their stay at the EUI. The REFS manages the overall infrastructure of the EUI Campus. It operates and maintains all of the Institute's buildings and their services, developing them and implementing plans for sustainable growth.

The service takes care of the day-to-day running of the EUI, managing canteens, the crèche, housing service, postal service, welcome service, ordinary maintenance and site security. Other areas which come under the remit of the Real Estate and Facilities Service are the central filing and protocol office, the organisation of conference and seminar rooms, the management of audiovisual equipment, document reproduction and printing, environmental services, the purchase office and translation work.



Our **Technical Unit** manages buildings, grounds and all health, safety and security-related issues to ensure a proper research and work environment to the EUI community.

¹ Cf. Annex II

Your Key Responsibilities

Working as part of a team of 7 dedicated professionals, the selected candidate will act as a focal point for all the administrative activities of the Technical Unit.

He/she will be in charge of managing relationships with the Italian government and private landlords, and providing administrative and financial support to a range of activities, including maintenance, refurbishment works, space planning and allocation, health, safety and security.

The main duties include the following:

Role in administrative processes

- Providing administrative support to all the activities and operations of the Technical Unit;
- Organising, attending and tracking (drafting minutes and action items) weekly coordination meetings of the unit with various providers and Italian authorities (e.g. Provveditorato, Demanio);
- Managing the utilities' consumption forecasts and relevant contracts;
- Drafting commitment notes and order letters, organizing agenda appointments and meetings of the Head of Unit;
- Drafting correspondence for the unit, keeping track of pending files, monitoring outstanding tasks and deadlines or requests and archiving documents in the unit's shared folder;
- Providing the Director and the Head of Unit with data and plans related to space occupation on the campus, and drafting space allocation scenarios;
- Acting as a back-up for the administrative activities of the Service as a whole, as needed.



Representation/communication

- Being the interface for the financial and administrative management of the contracts towards external providers;
- Acting as a reference point for the administrative management of the rental contracts of various building on the EUI campus;
- Acting as a reference point for all the administrative issues related to the management of the Italian government-owned buildings of the EUI campus;
- Managing day-to-day relations with users over space allocation and management;
- Liaising closely with colleagues from the Real Estate and Facilities service, the President's, the Secretary General's offices and the Budget and Financial Affairs service.

Finance and procurement

- Supporting financial and procurement processes: adapting templates, preparing invoices for verification, drafting debit notes, requesting commitments, providing "bon à payer", carrying out market analyses;
- Contributing to the drafting of technical specifications for tender procedures.

Level of Expertise

- Acting as subject matter specialist regarding all administrative processes concerning real estate and facility management, ensuring compliance with administrative and financial regulations;
- Independent user of space management tools such as Autocad, Archibus, Excel, Realgar, FM:system.

Level of autonomy and accountability

- High level of autonomy;
- Reporting to the Head of the Technical Unit and to the Director of the Real Estate and Facilities Service.

Budget management

- Assisting in the management of the budget of the Technical Unit;
- Preparing and verifying budget estimates and monitoring budget expenses for the activities of the unit;
- Providing statistics and data to annual reports.

Policy/ Strategy Making

Contributing to the drafting of policies and procedures in the areas of activity of the unit.

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 include the following:

- Financial & procurement compliance
- Office administration
- Project and task management
- Legal analysis

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;
- 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/REF/1/2021** online application form available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: Tuesday 31st August 2021 at 24:00 CEST

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, candidates 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.

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

- Administrative experience and skills in the field of real estate and facility management;
- Excellent knowledge of space management tools such as Autocad, Archibus, Excel, Realgar, FM:system;
- Strong oral and written communication skills, diplomacy and experience in interacting with stakeholders at all levels, including public authorities;
- Sense of confidentiality and discretion in handling sensitive information, as evidenced by previous work experience;
- Excellent knowledge of Italian and English, both spoken and written (CEFR level: C1 or above).

Advantageous

- Knowledge of public procurement procedures and market analysis;
- Knowledge of administrative procedures, rules and regulations related to the management of public buildings in Italy;
- Work experience in an international environment.