



## VACANCY NOTICE V/AD/SCOM/2/2021

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  
**GRAPHIC DESIGNER**  
**(Contract agent post, type 3a, FG III 08<sup>1</sup>)**  
Within the Communications Service

### 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 **Communications 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 the research activities and other initiatives that reach out to the EUI community and beyond. It is also in charge of coordinating the relations of the Institute with its Alumni community as well as supporting the recruitment campaigns for early stage researchers. Finally, it devotes many of its efforts to promoting the School of Transnational Governance and its visibility on the global academic landscape.

The Communications Service produces and disseminates information about EUI academic programmes, research, news, and events to faculty, staff, researchers, alumni, the social sciences community, policy-makers, the press, and other stakeholders. It is responsible for defining and promoting the EUI's Corporate Identity, and for monitoring its implementation across all of the academic and administrative units of the Institute with a view to ensuring consistency in the use of the EUI's logo, imagery, and other audio-visual materials. The Service offers training, tools and support to our members in the areas of digital communication and web, academic communication, and editorial design and lay-out.

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<sup>1</sup> cf. Annex II

## Your Key Responsibilities

The EUI is looking for a graphic designer in the areas of print and electronic publications, editorial design, events, social media, and web. The graphic designer will work within a communications team and coordinate and implement the EUI's visual identity on materials and visuals produced both for the Communications Service and for the School of Transnational Governance, as well as other services and units across the Institute.

Reporting directly to the Director of the Communications Service, the graphic designer will assist with the development of the new corporate identity, ensuring the EUI's brand consistency across various channels and across all the EUI units. The main duties may include the following:

### *Level of Expertise:*

- Acting as subject matter specialist to produce a range of visual assets in accordance with the EUI's visual identity and graphic standards for print and digital materials including, but not limited to: templates, newsletters, infographics, corporate and promotional publications, posters, event displays, information kits, signage, merchandising, banners, images, etc.;
- Acting as subject matter specialist in the areas of photography and photo editing, video and video editing.

### *Role in administrative processes:*

- Designing brand elements, including material produced for special events and projects coordinated by the Communications Service, and contributing to the development of the visual identity of the EUI;
- Implementing and coordinating the consistent use of brand elements and the visual identity of the EUI across print and digital mediums;
- Coordinating with internal and external suppliers, printers, designers, project managers, and other staff to deliver projects on schedule, within budget, and within internal standards and processes;
- Responding to requests in a timely manner and with excellent internal customer service; consistently updating, filing, and organizing creative products in shared drives as well as in content management tools.

### *Policy/ Strategy Making:*

- Reporting and advising on the implementation strategy for the EUI's new visual identity.

### *Representation/communication:*

- Representing the Communications Service both internally and externally for all matters related to graphics;
- Acting as the main interlocutor for the EUI Print Shop to ensure quality control and compliance with the EUI's corporate identity for all printed material; and to define the catalogue for the EUI Shop as well as its graphic realisation;
- Liaising with external stakeholders and institutions such as the European Union Intellectual Property Office (EUIPO) for the registration of EUI logo(s).

### ***Finance and procurement responsibility:***

- Supporting financial and procurement processes: adapt templates, request quotes which are necessary to open relevant commitments, issue invoicing instructions to external providers.

### ***Budget Management:***

- Preparing budget estimates for graphic projects;
- Contributing to the service budget planning for his/her area of expertise.

## **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:

- Resilience
- Multitasking and organisational skills
- Interpersonal skills
- Stakeholders orientation
- Initiative/Proactivity
- Creativity and Innovation

The competencies mentioned above may be assessed at the interview stage.

## **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 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/SCOM/2/2021 online [application form](#) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

**CLOSING DATE FOR APPLICATIONS: 19/04/2021 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 experience<sup>2</sup>

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 Languages<sup>3</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.

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<sup>2</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>3</sup> Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

## **SELECTION CRITERIA**

### ***Essential***

- At least three years of experience, with a progressive level of responsibilities, in the area of graphic design, in particular: designing graphic elements for the web;
- Advanced skills in Adobe Creative suite (InDesign, Photoshop and Illustrator) and proficiency in Microsoft Office applications (Word, Excel, PowerPoint);
- Strong layout and design skills as well as a thorough understanding of prepress and print production;
- Excellent skills in photography and video production, including filming and editing (such as Premiere Pro);
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

### ***Advantageous***

- University degree, diploma or accredited certificate in a field relevant to this post (such as visual communication, graphic design or similar);
- Ability to work autonomously as part of a multinational and multidisciplinary team in an international or research environment;
- Experience as a user of CMS (Content Management System), Word Press, social media and other electronic platforms such as Microsoft Dynamics, Mailchimp or similar.