

VACANCY NOTICE V/AD/HRS/3/2022

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list¹ for the post of

Equality, Diversity and Inclusiveness Officer (Contract agent post, type 3a, FG III 08²) **in the Human Resources Service**

The European University Institute (EUI) seeks an outstanding and highly motivated individual to serve as its Equality, Diversity and Inclusiveness (EDI) Officer. The EDI Officer will be based in the EUI's Human Resources Service (HRS) with responsibilities that intersect with all areas of the institution, including recruitment, professional development, communication, academic leadership and institutional advancement.

Who We Are

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

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **postgraduate, 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 the Member States of the European Union.



¹ The reserve list may be used to fill similar vacant future positions in other units of the European University Institute. Cf. [President's decision No 15/2021 of 27 April 2021 laying down a procedure for the use of reserve lists](#).

² cf. Annex II

Our Unit



The [Human Resources Service](#) (HRS) provides a broad range of services to the EUI management and its academic and support staff. It advises the President, the Secretary General and EUI Managers in the field of human resources. It assists the workforce of approx. 640 employees (comprising over 300 academic and teaching staff, over 270 support staff and over 40 trainees), as well as approx. 110 retirees with their contractual rights and obligations, while also managing their employment contracts.

The team is composed of 20 dedicated and enthusiastic HR professionals. They ensure the efficient, qualitative and timely management of the full spectrum of HR activities such as selection, recruitment, learning and development for both academic and administrative staff.

Your Key Responsibilities

The **Equality, Diversity and Inclusiveness (EDI) Officer** will support the Human Resources Service (HRS) in the process of creating a more diverse, inclusive and equitable organisation, following the Strategic Action Plan of the EUI with the focus on its EDI-related aspects such as the [Gender Equality Action Plan 2022-2025](#).

The main duties may include the following:

Representation/Communication:

- Representing the HRS inside and outside the EUI and liaising with internal and external stakeholders;
- Organising awareness-raising campaigns and activities on diversity, equality and inclusiveness;
- Developing recruitment and HR communication campaigns in collaboration with the HR communication specialist aiming at hiring, developing and retaining staff with a view to EDI.

Policy/Strategy Making:

- Facilitating and developing initiatives to foster an inclusive and respectful work environment;
- Collaborating with the Central Coordination Unit of the EUI, the Dean for EDI and other services with relation to EDI matters.

Level of autonomy and accountability:

- Reporting to the HRS Director;
- Substantial level of autonomy in the implementation of assigned tasks.

Managing people/Role in HR processes:

- Supporting, training and coaching EUI community members in EDI matters.

Level of Expertise:

- Acting as a subject matter specialist regarding EDI matters;

- Coordinating and supporting different initiatives in the domain of EDI across the EUI, including harassment prevention;
- Providing and organising training to the entire EUI community and in particular to teaching and support staff, researchers and members of various committees (selection, promotion, harassment etc.) on wide aspects of the EDI-related matters (e.g. gender-awareness, avoiding biases and discriminating behaviour in work environment and selection processes, harassment prevention, dealing with victims of harassment, racism etc.).

Role in administrative processes:

- Identifying and sharing best practices in the field of EDI for adoption across various EUI activities;
- Implementing a range of EDI-related work projects to support and foster an inclusive research and working environment as well as an inclusive culture;
- Supporting activities of the Dean of Equality, Diversity and Inclusiveness and various committees relating to the EDI agenda;
- Enabling an inclusive work environment in cooperation with the HR Learning & Development team through training, awareness raising and knowledge-sharing activities;
- Monitoring progress towards the achievement of HR EDI vision and goals, including KPIs, EDI metrics, organisational culture and practice.

Finance and procurement responsibility:

- Supporting financial and procurement processes: adapting templates, preparing invoices for verifications, requesting commitments;
- Contributing to the drafting of calls for tender.

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:

- Project and task management
- Presentation skills
- Stakeholders orientation
- Working with others
- Confidentiality

Competencies specific to the **role**:



Knowledge and experience of diversity issues: The EDI Officer will have an excellent command of all aspects of diversity issues in a multicultural organisational setting and be well versed in the justice, educational, and business rationales for institutional diversity.

Political Judgment: The EDI Officer must be able to successfully navigate and respond to politically charged and/or sensitive situations and possess mediation skills.

Excellent Interpersonal Skills: The EDI Officer must possess a high degree of emotional intelligence and good judgement and be able to communicate effectively and collaborate with multiple institutional stakeholders.

The competencies mentioned above may be assessed at the written test and/or 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;
- Language courses and soft skills training opportunities;
- 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.



Read more on [Work and Life of EUI Support Staff](#).

How To Apply

Applications must be submitted electronically using the V/AD/HRS/3/2022 online [application form](#) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: ~~15/09/2022~~ 26/09/2022 at 23:59 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 duties³.

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 experience⁴

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 Languages⁵

- 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.

³ As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants.

⁴ 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.

⁵ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

SELECTION CRITERIA

Applications that fulfil the above Eligibility Criteria will be assessed against the following requirements:

Essential

- At least three years of work experience in a similar role, of which at least one year within an international and/or academic/research environment;
- Proven experience in providing and organising training in different EDI areas (e.g. gender-awareness, harassment prevention, bias- and discrimination-free behavior);
- Proven experience in staying abreast with current trends in the field of EDI and in transforming trends into HR best practices;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

- Knowledge of additional languages of the European Union;
- Excellent organisational skills with the ability to plan ahead and carry out work to meet multiple deadlines, evidenced by previous work experience;
- A good knowledge of office software for quantitative and qualitative data gathering, handling and analysis.

Candidates invited to the test and interview phase may also be assessed against the competencies listed under the "Your key competencies" section on pages 3 and 4.