

VACANCY NOTICE V/AD/STG/12/2022

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

Master Programme Coordinator
(Temporary agent post, type 2a, AST 03²)
in the
School of Transnational Governance (STG)

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>



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 its contracting states.

Our Unit

The EUI [**School of Transnational Governance**](#) (STG) trains tomorrow's leaders on the concepts, methods and practices of governance beyond the state. It offers policy leader fellowships, executive training and high-level policy dialogues. The School launched a new Master's programme in transnational governance in 2020, which is a key pillar of the STG's educational offer.

Your Key Responsibilities

The rapid growth of the [**Master in Transnational Governance Programme \(MTnG\)**](#) requires adequate expertise and administrative knowledge to ensure its proper functioning

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

and efficiency, deliver quality results and better serve the growing student population. The main purpose of the position is the overall management of the programme, thus contributing to the implementation of the STG's mission and the achievement of its strategic objectives. The Master Programme Coordinator will join a team of 6 colleagues.

The main duties may include the following:

Representation/Communication

- Communicating within the STG, liaising with other EUI services and academic units as well as with the EU institutions, external partners and other stakeholders;
- Acting as the reference person for all relevant MTnG rules and regulations and the related administrative guidelines and procedures;
- Acting as the MTnG focal point to provide effective and timely administrative advice on the programme to the MTnG Director, faculty, students and STG staff;
- Keeping the MTnG team informed on all strategic and operational aspects and maintaining timely and effective internal communication;
- Representing the MTnG Director inside and outside the EUI.

Policy/Strategy Making

- Contributing to the development of the MTnG in line with the overall STG and EUI strategy;
- Cooperating and coordinating to ensure quality assurance procedures aiming at the MTnG accreditation, in collaboration with the Quality Assurance Officer;
- Collaborating with the STG Marketing and Communication team to formulate and implement marketing plans for promoting the MTnG programme;
- Contributing actively to drafting the MTnG strategic documents such as rules and regulations, procedures, guidelines, and annual reports and keeping them up to date.

Level of autonomy and accountability

- High level of autonomy in the implementation of assigned tasks;
- Reporting to the MTnG Director and STG Executive Director.

Managing people/Role in HR processes

- Supporting and coordinating the MTnG academic and administrative staff;
- Coordinating contractors, external collaborators, teaching/course assistants.

Level of Expertise

- Acting as subject matter specialist on trends and best practices for the successful design, implementation, and management of a Master's degree programme, following the criteria and quality standards of higher education qualifications;
- Acting as subject matter specialist on the overall management of the MTnG.

Role in administrative processes

- Managing and ensuring the daily administrative management of the MTnG, performing day-to-day operations and procedures in cooperation with other services of the EUI, including ensuring the coordination of the activities, budget and resources;

- Ensuring the implementation of the MTnG administrative processes and coordinating its reporting activities;
- Preparing and managing contracts of external collaborators, guest lecturers, project/research and teaching assistants, part-time professors;
- Coordinating and collaborating with other academic units and with administrative services to organise a wide range of administrative procedures and workflows;
- Organising all aspects of the MTnG activities (e.g. registration, boot camp, course schedules, seminars, graduation ceremony, etc.);
- Supporting students in their specific departmental and institutional activities.

Finance and procurement responsibility

- Supporting and implementing financial and procurement procedures related to the MTnG, including travels, missions, external providers and collaborators;
- Managing financial processes: requesting and verifying commitments, participating in e-payment workflow, providing the "bon à payer".

Budget Management

- Implementing and monitoring the MTnG budget in collaboration with the STG Administrator and Financial Coordinator;
- Contributing to the preparation of budget forecasts and annual reports.

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:



- Organisational knowledge
- Stakeholders orientation
- Adaptability
- Working with others
- Creativity & innovation
- Knowledge of processes and procedures
- Project and task management
- Strategic thinking
- Problem solving

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, 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/STG/12/2022 [online application form](#) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: 13 June 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 s/he fulfils 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

1. At least three years of professional experience in successfully developing, implementing and managing a Master's degree programme;
2. Proven programme/project management skills, including resources and workflow management, certified and/or proven by relevant professional experience;
3. Proven knowledge of the higher education sector, trends and development;
4. Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

5. University degree in Social Sciences, Humanities, or related field;
6. Knowledge of the criteria and quality standards of higher education qualifications and the accreditation process, proven by relevant professional experience;
7. Proven work experience in a multinational team in an international and/or academic or research environment.

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