

## VACANCY NOTICE V/AD/HRS/1/2023

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<sup>1</sup> for the post of

### **HR Officers**

(Contract agent post, type 3a, FG III<sup>2</sup>)  
**in the Human Resources Service**

The [European University Institute](https://www.eui.eu) (EUI) seeks **dedicated and highly motivated HR professionals**. The HR Officers will thrive in a **university setting** hosting more than 1000 **international** researchers and employees, supporting the EUI's Human Resources Service (HRS) in a **wide spectrum of HR activities** such as recruitment and selection procedures, learning & development, contract management & individual rights, strategy & policy making etc.

### Who We Are

The [European University Institute](https://www.eui.eu) (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.



### Our Unit

<sup>1</sup> 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](#).

<sup>2</sup> cf. Annex II



The **Human Resources Service** (HRS) provides a broad range of services to the EUI management and its academic and administrative staff. It advises the President, the Secretary General and EUI Managers in the field of human resources. It assists the workforce of approx. 650 employees (comprising circa 330 academic and teaching staff, circa 290 administrative staff and circa 30 trainees)- as well as approx. 115 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 **HR Officers** will bring their expertise on HR processes and procedures to support the administrative and academic activities of the EUI.

In particular, the **HR Officers** will be supporting one or more of the following areas of HR activity:

HR Operations Pillar	HR Strategy Pillar	Talent Management Pillar
<ul style="list-style-type: none"> <li>• Recruitment &amp; Selection</li> <li>• Contract Management &amp; Individual Rights</li> </ul>	<ul style="list-style-type: none"> <li>• HR Metrics</li> <li>• HR policies</li> </ul>	<ul style="list-style-type: none"> <li>• Performance management</li> <li>• Learning &amp; Development</li> <li>• Workforce planning</li> </ul>

The main duties, depending on the designated area of HR activity, may vary and include the following:

***Policy/ Strategy Making:***

- Contributing to the development of new HR policies and/or projects such as talent management (implementation of competencies framework), process mapping (translate and refine HR processes), attraction/retention of talents, workforce planning, etc;
- Providing insights, statistics and data allowing managers to draft strategic documents;
- Helping to prepare and follow up periodical reporting and data analysis to support strategic projects and initiatives.

***Role in administrative processes:***

- Being responsible for a category or a group of staff members (teaching or administrative), for all HR procedures;
- Preparing and contributing to the management of selection and recruitment procedures incl. drafting vacancy notices, launching calls and publications, analysing applications and determining their eligibility, organising and following up on selection boards;
- Maintaining the HR Management System;



- Managing individual staff files, establishing individual rights and entitlements in accordance with EUI staff rules and regulations;
- Contributing to learning and development activities on the basis of strategic priorities identified by the management;
- Preparing, launching and following up staff assessment and promotion exercises.

***Representation/communication:***

- Representing the HR service inside and outside the EUI and liaising with internal and external stakeholders;
- Acting as primary point of contact for questions related to staff issues;
- Contributing to the organisation and the design of events such as training activities, orientation days, workshops, brainstorming sessions.

***People management:***

- Supporting, training, and coaching other colleagues, trainees or new comers to make sure HR procedures are well understood and followed.

***Finance and procurement:***

- Supporting financial and procurement processes: adapt templates, prepare invoices for verifications, request commitments.
- Contributing to the drafting of calls for tender.

***Level of Expertise:***

- Acting as a subject matter specialist in one of the HR Pillars (HR Operations, HR Strategy, HR Talent Management).

***Level of autonomy and accountability:***

- High level of autonomy; reporting directly to the HR Team Leader and the HRS Director.

**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 **role**:

- Knowledge of Processes & Procedures (Staff Regulations)
- Confidentiality
- Stakeholders Orientation
- Interpersonal skills
- Multitasking



- Communication

The competencies mentioned above may be assessed at the written test and/or interview stage.

Read more on [EUI Competency Framework](#)

### 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/1/2023 [online application form](#) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

**CLOSING DATE FOR APPLICATIONS: 03/05/2023 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 duties<sup>3</sup>.

### **2. Specific conditions**

#### **2.1 Education (Qualifications)**

- A level of post-secondary education attested by a diploma<sup>4</sup>, 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.

#### **2.3 Knowledge of Languages<sup>5</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>3</sup> 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.

<sup>4</sup> Only diplomas and certificates that have been awarded in EU Member States, or that are the subject of equivalence certificates issued by authorities in the Member States by the deadline for applications, shall be taken into consideration. If your diploma was issued outside the EU, please indicate in your application that you hold an equivalence certificate; otherwise, your application will be deemed ineligible.

<sup>5</sup> 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 professional experience in the HR field directly relevant to the nature of the duties;
- Proven experience in applying staff rules and regulations in an international, multidisciplinary work environment and/or proven experience in HR Talent Management;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

### ***Advantageous***

- Proven work experience in a higher education and/or international research environment or EU organisation;
- Diploma or certificate in Human Resources Management;

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.