

VACANCY NOTICE V/AD/AEL/1/2024

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

COORDINATOR in the Academy of European Law (Temporary agent post, AST 03²)

The [European University Institute](https://www.eui.eu) (EUI) seeks a **Coordinator** for its Academy of European Law (AEL).

The coordinator is responsible for the administration of all the Academy of European Law's activities, including the summer courses and other events, AEL projects, and the publications programme. The Coordinator will be the Assistant Editor of the AEL book series and will be responsible for keeping track of future publications, as well as supervising and correcting the work of external copyeditors.

Moreover, the EUI is looking to create a reserve list to fill similar future vacancies in other units across the organisation.

Who We Are

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



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 Units

The [Academy of European Law \(AEL\)](#) is a free-standing unit within the Department of Law. The Academy was established in 1990 by Professors Antonio Cassese and Joseph H. H. Weiler. The AEL promotes excellence in teaching and research on European and international themes through its annual summer courses and authors' workshops, its publications, and its wide range of projects. The Academy also houses the Secretariat of the European Society of International Law.

Your Key Responsibilities

The Academy of European Law (AEL) is seeking to recruit a **Coordinator** who will be responsible for the administration of all the AEL's activities, including the publications programme, summer courses and other events, and AEL projects. The Coordinator will be the Assistant Editor of the Collected Courses of the Academy series, published by Oxford University Press, and will be responsible for keeping track of future publications, including liaison with authors, editors, and OUP staff, as well as supervising and correcting the work of external copyeditors.

The main duties may include the following:

Level of Expertise

- Acting as subject matter specialist, knowing trends and best practices for the area of work of the AEL.

Representation/Communication

- Representing the AEL both within the EUI and with external stakeholders;
- Coordinating the AEL publications programme, including liaising with publishers and authors, providing editorial services, supervising the work of external editors, and managing deadlines;
- Acting as Assistant Editor of the Collected Courses of the Academy series, published by Oxford University Press (OUP): keeping track of future publications, liaising with authors, editors, copy editor(s), and OUP staff;
- Acting as web coordinator for the Academy's pages on the EUI website;
- Contributing to the implementation of all AEL communication tasks, including newsletters and other correspondence, as well as social media;
- Overseeing and supporting the organization of meetings and events.

Policy/Strategy Making

- Supporting the AEL Directors by providing regular insights and data on the strategy, vision, mission, and objectives for the Academy, including defining needs and resources;
- Contributing to the AEL strategy development by drafting documents with information about AEL activities;
- Contributing to the AEL annual reporting by regularly providing insights, statistics, and data to support the AEL Directors.

Level of autonomy and accountability

- High level of autonomy;
- Accountable for tasks performed by the AEL administrative staff, Research/Project Associates, and external collaborators;
- Reporting to the AEL Directors.

Role in HR processes

- Assisting the AEL Directors in recruiting and supervising staff;
- Training new staff;
- Recruiting and managing the work of external consultants.

Finance and procurement responsibility

- Coordinating the financial management of all AEL activities, in cooperation with other services of the EUI, including overall supervision of financial commitments and expenditures;
- Supporting financial and procurement procedures for the AEL;
- Verifying commitments and payments.

Budget management

- Monitoring all AEL budgets and providing regular reports to the AEL directors.

Role in administrative processes

- Ensuring compliance of administrative processes with administrative regulations;
- Contributing to programmes and projects by providing administrative and logistical support and handling various administrative tasks;
- Coordinating workflows for AEL activities;
- Managing and ensuring the daily coordination of the AEL.

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** include the following:

- Organizational skills
- Reporting skills
- Interpersonal skills
- Project and task management
- Knowledge of processes and procedures
- Strategic thinking

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 multicultural community of 1100 academics at all career stages and administrative 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 Staff](#).

How To Apply

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

CLOSING DATE FOR APPLICATIONS: 16 January 2025 at 23:59 CET

Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.

Annex I – Eligibility and Selection Criteria

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.³

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.

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.⁴

2.2. Professional experience⁵

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 Languages⁶

- 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 EUJ to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants.

⁴ If you have a diploma recognised in an EU Member State, you don't need NARIC recognition (statement of comparability) for your lower level diploma(s). Example: If you have a Bachelor's degree from a university outside the EU, and a Master's degree from an EU university, you don't need NARIC recognition for the Bachelor's degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition (statement of comparability) is required.

⁵ 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.

⁶ 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:

Essentials

1. At least three years of proven experience with project and/or programme coordination, including resource management and reporting activities;
2. Proven experience in a team supervision and coordination role, including contributing to objectives-setting and to the professional development of staff;
3. Excellent knowledge of the English language (CEFR level: C1 or above), including demonstrated very good writing skills and ability to present information in a clear and concise manner;
4. Proven experience in editing academic English texts;
5. Demonstrated ability to liaise effectively, both orally and in writing, with academics, practitioners, researchers, and administrators at all levels, gained through professional experience.

Advantageous

6. Proven work experience in a higher education and/or international research environment;
7. Proven experience with budget forecasting;
8. Demonstrated web editing skills gained through professional experience or training;
9. Demonstrated knowledge of additional EU languages.

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