

## VACANCY NOTICE V/AD/RSC/75/2024

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list<sup>1</sup> for the posts of

### **EXECUTIVE TRAINING OFFICERS in the Robert Schuman Centre for Advanced Studies and in other units of the EUI (Contract agent posts, type 3a, FGIII<sup>2</sup>)**

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

**Executive training officers** for its Robert Schuman Centre of Advanced Studies (RSCAS).

The Executive training officers will be responsible for the planning, organisation and implementation of residential, hybrid and online executive training activities and tailor-made training formats of the Schuman Centre's various units. They will also contribute to the promotion and dissemination of the training activities, as well as to community outreach and engagement activities.

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

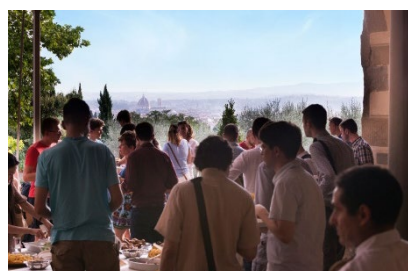
## Who We Are

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>



<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

## Our Units

The [Robert Schuman Centre for Advanced Studies \(RSCAS\)](#) is an interdisciplinary research centre at the heart of the European University Institute (EUI). It was established in 1993 to complement the four EUI disciplinary departments of Economics, History, Law, and Political and Social Sciences, with the goal of developing cutting-edge academic research and using that research to engage with a wide variety of stakeholders in the public and private sector.

The results of the Centre's research often become policy output in the form of publications and public events, where academics, policy-makers, members of civil society, and representatives of business exchange knowledge and build solutions to face the challenges of our time. In doing so, the Centre provides opportunities for younger scholars and established researchers to participate in a sustained dialogue with the world of practice. This problem-centred research agenda is necessarily thematic and interdisciplinary. It also extends beyond the traditional domain of the four disciplinary departments in ways that connect with other centres of excellence in Europe and globally.

## Your Key Responsibilities

The EUI's Robert Schuman Centre of Advanced Studies (RSCAS) is seeking to recruit **Executive training officers** who will be responsible for the planning, organisation and implementation of residential, hybrid and online executive training activities and tailor-made training formats of the Schuman Centre's various units. The Executive training officers contribute to the promotion and marketing of these activities in collaboration with the communication team. Under the overall supervision of the Team leader executive education, while being embedded in the assigned Schuman unit, the Executive training officer also contributes to the community outreach and engagement activities.

The main duties may include the following:

### *Level of Expertise*

- Acting as a subject matter specialist: knowing trends and best practices in the field of executive training;
- Independent use of Learning Management Systems (e.g. Brightspace), online communication tools, and basic knowledge of HTML, CSS and image and graphic editing software;
- Proficiency in instructional design methodologies and practices;
- Planning, producing and updating high-quality content and course material based on scientific / technical input from course directors and instructors, with the aim of engaging the audience and enhancing the learning experience;
- Acting as a reference person for e-learning and tools for building online communities as well as for troubleshooting of online courses.

### *Representation/Communication*

- Representing the assigned unit(s) and the Schuman Centre internally and externally: presenting (online) activities, executive training and research outputs, participating in EUI Executive Education working groups;

- Developing and managing the unit's community of stakeholders, executive training participants and alumni, facilitating courses and acting as the main point of contact for participants (tutor);
- Internally coordinating and systematically liaising with the Schuman Centre's executive education team and ensuring alignment of the assigned Schuman units' strategy with the executive education strategy of the Schuman Centre and the EUI;
- Planning, developing and implementing written and audio-visual content – relating to executive training activities – for external communication targeting the assigned unit(s)' stakeholders, contributing to effective communication and promotion campaigns through the development of the unit's brand.

### ***Policy/Strategy Making***

- Assisting the Director and academic training or programme coordinators of the assigned Schuman unit(s) in the definition and implementation of the executive training strategy;
- Contributing to the implementation of the Schuman Centre and the EUI executive education strategies, internal policies and workflows by providing input in own area of expertise;
- Monitoring and preparing regular reports with a focus on statistics, feedback and completion data relative to the relevant Key Performance Indicators (KPIs) and Quality Assurance standards of executive training. Preparing statistics related to participations to online courses and residential training;
- Advising course directors and instructors on course design to ensure all training activities meet specific quality standards.

### ***Level of autonomy and accountability***

- Possessing a high level of autonomy in the implementation of assigned tasks, being accountable for the work of others;
- Reporting directly to the team leader Executive Education at the Schuman Centre, the daily coordination of activities takes place in the context of the assigned Schuman unit(s).

### ***Role in HR processes***

- Depending on the size of the unit(s), supervising the work of training assistants and trainees supporting executive training activities;
- Planning and organising coaching and training on executive education-related matters, including the use of LMS, to academic and administrative staff of the Schuman Centre, including developing guidelines.

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

- Supporting other administrative staff of the unit with the financial and procurement processes linked to the executive training and related marketing activities.

### ***Budget management***

- Assisting in the preparation of budget estimates for executive training activities and keeping expenditures within budgets.

## *Role in administrative processes*

- Acting as the reference person for all questions related to the executive training activities of the assigned Schuman unit(s);
- Being responsible for the planning, organisation and facilitation of the online executive training courses and residential training (live classes, online debates, webinars);
- Editing, updating and modifying existing executive training courses to provide updated materials and ensure links within the website are accurate and accessible;
- Conducting targeted updates on the course platform, including periodic content releases;
- Being responsible for the knowledge management for executive training activities, such as databases of partner institutions, participants, trainers, materials;
- Working proactively across the unit's network to encourage and assist staff and experts to provide content for the executive training activities;
- Applying data protection policy in each administrative process in compliance with the EUI rules.

## 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:

- Knowledge of LMS, CMS, Social Media
- Knowledge IT – online marketing, dissemination and promotion campaigns
- Coaching / Training Skills
- 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 Support 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: Monday 1 July 2024 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.**

## 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.<sup>3</sup>

#### 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

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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.

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>4</sup>

## **2.2. Professional experience<sup>5</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>6</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.

## **SELECTION CRITERIA**

Applications that fulfil the above eligibility criteria will be assessed against the following requirements:

### **Essentials**

1. Proven experience of at least three years in the management and organisation of executive or professional trainings', preferably in the academic field;
2. Proficiency in instructional design methodologies and practices, as demonstrated by experience in designing training content, as well as training evaluation;
3. Excellent organisational skills, including communications planning through a wide range of communication tools evidenced by previous experience;
4. Excellent knowledge of English (CEFR level: C1 or above).

### **Advantageous**

5. Degree in Social Sciences, Communication Sciences, Pedagogy or equivalent;
6. Proven experience as part of a multinational team in an international environment;
7. Proven ability to work with LMS platforms (e.g. BrightSpace);
8. Proven professional experience with administrative procedures, rules and regulations.

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<sup>4</sup> If you have a diploma recognised in an EU Member State, you don't need NARIC recognition 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 is required.

<sup>5</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 PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

<sup>6</sup> Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

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.