

VACANCY NOTICE V/AD/EUI/10/2025

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 posts of

JUNIOR ADMINISTRATIVE ASSISTANTS in the Academic Units and Administrative Services of the EUI (Contract agent posts, type 3b, FGII²)

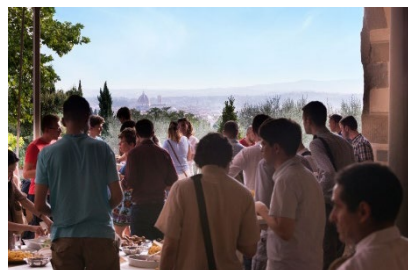
Who We Are

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>



Overall Purpose

The EUI is seeking dynamic junior administrative assistants who will thrive in a university and international setting, hosting over 1,000 international scholars and administrative staff from diverse backgrounds. The EUI is looking to create a **reserve list** to fill future vacancies **in all units across the organisation**. You will work in one of the academic units or administrative services, providing general administrative support within the team or to the Head of Unit . More on the organisation of our Institution: <https://www.eui.eu/en/public/about/organisation>

Apart from being assigned to a specific unit, you might also be selected to start as a **floater** and rotate to various units for short or medium-term assignments, assisting in tasks during longer absences or in case of urgent needs. Working in different sectors of the EUI, you will gain solid and broad insights into the whole organisation.

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 The total period of employment will be for a maximum of 6 years, cf. Annex II.

Your Key Responsibilities

Reporting to Directors, under the supervision of Heads of Sector or Coordinators, the Junior Administrative Assistant will provide administrative assistance to the projects. In particular, you will assist in the organisation of residential courses and workshops (travel and hotel bookings via agency, technicians, shuttles, social activities, post-event admin processes such as reimbursement requests) and support project-related missions of the team members.

The main duties can vary depending on the position in the organisation, but may include the following:

Level of Expertise

- Acting as subject matter generalist: knowing the relevant regulations of the EUI.

Representation/Communication

- Providing logistical and administrative support for academic and professional communication activities;
- Assisting with the implementation of external communication activities and projects, including print and electronic dissemination activities on multiple platforms, such as websites and social media;
- Acting as a point of contact for external queries related to the assigned unit(s) and associated projects;
- Maintaining contacts with external stakeholders and contractors relevant to the activities of the unit;
- Liaising with researchers and/or collaborators on a daily basis.

Level of autonomy and accountability

- Reporting to Unit Directors, Heads of Sector or Coordinators;
- Possessing autonomy in the implementation of assigned tasks, responsible for own work.

Finance and procurement responsibility

- Supporting financial and procurement processes: adapting templates, requesting invoices and verifying their accuracy, drafting debit notes, requesting commitments, participating in the e-payment workflow;
- Contributing to the drafting of contracts (for external providers, external collaborators, small research assistant jobs).

Budget management

- Supporting the budgetary and financial operations of the assigned unit(s);
- Assisting with budget forecasts;
- Managing specific and/or limited budgets for academic activities (e.g., events).

Role in administrative processes

- Providing general administrative and secretarial support to the assigned unit(s), including logistic support to high-level academic and research activities;
- Providing assistance to visitors and guests and arranging their travel and accommodation;
- Supporting the publication of dissemination materials;
- Working with relevant databases and performing office management tasks, including archiving documents and files;
- Keeping track of pending files, monitoring outstanding tasks, deadlines and requests;
- Acting as a reference person for administrative processes for academic staff members;
- Ensuring compliance with the EUI rules in administrative processes, including but not limited to data protection ;
- Collaborating with other academic units and administrative services for the organisation of administrative workflows.

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:

- Problem solving
- Working with others
- Knowledge - IT
- Office Administration
- Willingness to learn

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: 14 January 2026 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.

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.

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 (NARIC '*statement of comparability*'); otherwise, your application will be deemed ineligible.⁴

2.2. 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.

SELECTION CRITERIA

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

Essentials

1. Demonstrated professional experience in administrative or support-related tasks, gained through traineeships, student jobs, or entry-level roles, particularly in the areas of projects or events;
2. Demonstrated professional experience within an international and/or academic/research environment;
3. Proven ability to work collaboratively within teams, support colleagues, and achieve common objectives, gained through study and/or work experience;
4. Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

5. Experience and/or exposure to financial or budget tracking tasks gained through traineeships, student jobs, or entry-level roles.

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

⁴ 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.

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