

VACANCY NOTICE V/AD/EUI/6/2025

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

EXECUTIVE ADMINISTRATIVE OFFICERS in the executive administrative units of the EUI (Contract agent posts, type 3a, FGIII²)

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

Executive administrative officers for its executive administrative units.

The Executive Administrative Officer provides high-level administrative and operational support to the executive administrative units of the EUI, including the Offices of the President, the Secretary General, and the Chief Operating Officer.

The role requires a combination of flexibility, the highest level of discretion, and strategic awareness, with responsibilities ranging from immediate task management to longer-term coordination aligned with the Institute's institutional priorities.

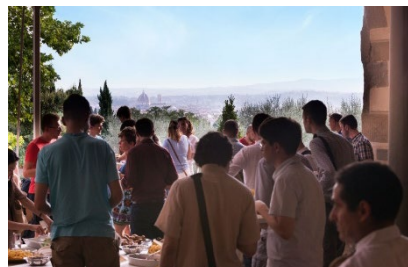
Who We Are

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

Overall purpose

The EUI is looking for executive administrative officers, who will thrive in a university and international setting hosting more than 1000 international scholars and administrative staff with various backgrounds. The EUI is looking to create a **reserve list** to fill future vacancies in the **executive administrative units** across the organisation. You will work in one of the academic units or administrative services, providing administrative support to the Head of Unit and the team. The reserve list may be used for all units of the EUI, including the Library and the Historical Archives of the European Union. More on the organisation of our Institution: <https://www.eui.eu/en/public/about/organisation>

Your Key Responsibilities

The EUI is seeking to recruit **Executive Administrative Officers** to provide high-level administrative and operational support to the executive administrative units of the EUI, including the Offices of the President, the Secretary General, and the Chief Operating Officer. The role requires a combination of flexibility, the highest level of discretion, and strategic awareness, with responsibilities ranging from immediate task management to longer-term coordination aligned with the Institute's institutional priorities.

The main duties may include the following:

Representation/Communication

- Providing direct support to senior executive managers, including managing complex scheduling, preparing and reviewing high-level correspondence, internal communications, reports, and briefing materials, ensuring the smooth day-to-day functioning of the executive administrative units and the highest level of confidentiality;
- Coordinating and managing communication flows on behalf of the senior executives, acting as liaison with internal and external stakeholders, including senior officials, academic leaders, and institutional partners;
- Assisting with the organisation and follow-up of strategic initiatives and high-level engagements involving senior executives, ensuring clarity and consistency in written outputs and institutional messaging.

Level of Expertise

- Acting as subject matter specialist regarding EUI rules and regulations in different subject matters and in relation to the EUI's governing bodies, Provosts and Chief Operating Officer on human resources and academic matters, governance issues, legal aspects, administrative processes, diplomatic and inter-institutional relations, protocol, and logistics;
- Assisting with internal procedures such as selections, recruitments, governance processes, ensuring the highest level of confidentiality.

Policy/Strategy Making

n.a.

Level of autonomy and accountability

- Reporting directly to the EUI's senior executive managers.

Role in HR processes

- Supervising interns and/or other newcomers to the executive administrative units and their induction, training, workload and the quality of their work;
- Supporting the recruitment process for new members of the executive administrative units.

Finance and procurement responsibility

- Handling day-to-day financial operations and procedures, including travels, external providers and other financial aspects of the executive administrative units' activities.

Budget management

- Being in charge of budget reporting concerning the operations of the executive administrative units;
- Handling budgetary aspects related to various subject matters, in coordination with different units across the EUI.

Role in administrative processes

- Assisting with the coordination of the administration of the EUI's academic governing bodies, including the Academic Council, Executive Committee, and Research Council. This includes the preparation of agendas and supporting documents, drafting minutes and summary reports, managing logistics, and following up on decisions;
- Providing assistance and coordination in the planning and delivery of institutional events, including high-level meetings, workshops, and external visits involving the senior executive managers and senior leadership;
- Supporting governance processes under tight deadlines and in high-pressure contexts, contributing to the overall coherence, accuracy, and professionalism of institutional outputs;
- Providing ongoing administrative support across a broad range of strategic files and processes within the executive administrative units;
- Preparing the missions of the senior executive managers, including travel arrangements, drafting and assembling mission dossiers, and ensuring all logistical and documentation needs are met;
- Maintaining the filing system with particular attention to confidential and sensitive files and meticulous management of the senior executive managers' agenda;
- Assisting with the preparation of contracts, including for small jobs and external collaborators.

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 **role** include the following:

Specific to the unit:

- Communication
- Confidentiality
- Multitasking
- Knowledge of processes and procedures
- Adaptability

Specific to the role:

- Delivery quality and results
- Project and Task management
- Stakeholders orientation
- Problem solving
- Resilience

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](https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: 28 August 2025 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.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

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.

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.

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:

Essential

1. Proven professional experience in providing **high-level administrative support** to **senior executives** within complex academic/research institutions and/or international organisations and/or multinational companies;
2. Proven professional experience in providing a high standard of administrative support to **decision-making and/or advisory governing bodies or committees**;
3. Proven experience in liaising with and facilitating communication and coordination among multiple internal and external **stakeholders** at all levels;
4. Proficiency in the **Microsoft Office** suite (Word, Excel, Outlook, PowerPoint, SharePoint) and familiarity with **Qualtrics, Slido** or similar tools;
5. Excellent oral and written communication skills in **English** (CEFR level: C1 or above);

Advantageous

6. Proven experience in **drafting, proofreading, and editing** high-level confidential correspondence and reports, and in **managing documents and records** efficiently and accurately;
7. Proven professional experience in a **multicultural institution**;
8. Knowledge of **additional languages** of the European Union (CEFR level: B1 or above), in particular Italian.

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.

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