

## VACANCY NOTICE V/AD/HAR/1/2025

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

### Education Programme Officer

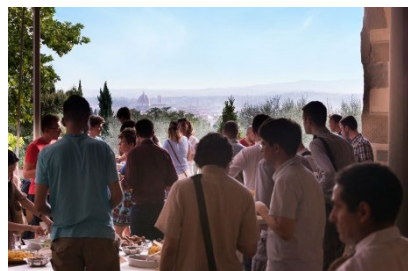
#### in the Historical Archives of the European Union (Temporary agent post, type 2b, AST03<sup>2</sup>)

The [European University Institute](https://www.eui.eu) (EUI) seeks an outstanding and highly motivated individual to run the education activities of the Historical Archives of the European Union for schools

### 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>

### Our Unit



The [Historical Archives of the European Union](https://www.eui.eu) (HAEU) preserves and makes accessible for research the archives deposited by EU institutions according to the thirty-year rule governing access to archival material. It also collects and preserves private papers of individuals, movements, and international organisations involved in European integration. Additionally, it facilitates research on the history of the European Union, promotes public interest in European integration, and enhances transparency in the functioning of EU Institutions.

### Your Key Responsibilities

<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 EUI is looking for an **Education Programme Officer** to run the education activities of the Historical Archives of the European Union. They will organise civic European education workshops on the HAEU's archival memory, European Union and European integration for primary, secondary, and high school classes, and teachers. The Education Programme Officer will be responsible for developing content for the education programme, managing the workshops, giving presentations, and organising the calendar of activities.

The main duties may include the following:

### ***Level of Expertise***

- Acting as subject matter specialist for content development and implementation of the HAEU's education programme for school students and teachers;
- Ensuring quality teaching and learning methods in the education programme of the Archives.

### ***Role in administrative processes***

- Coordinating the daily activities and the work of the HAEU's education programme;
- Liaising with education and school authorities and teachers in the planning of the HAEU's activities;
- Preparing teaching programmes and course materials for the HAEU's education programme;
- Maintaining the HAEU's calendar for school activities, managing rooms and logistics for the school workshops on EUI premises;
- Selecting, analysing and presenting archival documents for education purposes.

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

- Working autonomously under the guidance of the HAEU Director;
- Being accountable for the work of trainees and external collaborators;
- Reporting directly to the HAEU Director.

### ***Representation/Communication***

- Representing the HAEU internally and externally on matters relevant to the activities for schools;
- Organising workshops and presenting the HAEU's mission and its documentary heritage to school students and teachers;
- Liaising internally with EUI staff and externally with schools and partner institutions in Florence, regionally, nationally and in the EU member states;
- Drafting news articles on educational activities for the HAEU website.

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

- Contributing to the implementation and further development of the strategy of the HAEU's education programme;
- Contributing to the formulation of the HAEU's multi-annual strategic objectives and its annual work programme vis-à-vis the education programme through data analysis;
- Assessing the impact and reporting on the achievements of the education programme through questionnaires and statistics.

### *Finance and procurement responsibility*

- Requesting quotes and verifying commitments and payments;
- Liaising with suppliers of specialised teaching and learning materials for the education programme;
- Participating in the preparation of tenders and in evaluation committees in line with the EUI's procurement rules.

### *Budget management*

- Preparing budget estimates for the education programme of the HAEU.

### *Managing people/Role in HR processes*

- Coaching and supervising the work of external collaborators and trainees;
- Taking part in EUI selection boards when required.



## 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 **role** include the following:

- Interpersonal skills
- Presentation skills
- Stakeholders orientation
- Creativity & Innovation

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 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: 22 May 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 their 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 2.3.

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>4</sup>

<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> 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

## 2.2. 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.

## 2.3. Professional experience<sup>6</sup>

By the deadline for applications, and in addition to the qualifications required above, candidates must have at least **three years** of relevant professional experience gained after obtaining the diploma required under 2.1.

## SELECTION CRITERIA

Applications that fulfil the above Eligibility Criteria will be assessed against the following requirements:

### *Essential*

1. Proven experience in organising and conducting educational programmes and workshops for school students and teachers
2. Proven knowledge of teaching and learning methods and content development for didactic purposes
3. Knowledge of trends and best practices in civic education vis-à-vis the history of European integration, the archival heritage, and the policies and institutions of the European Union
4. Ability to communicate effectively both orally and in writing, and experience in liaising with internal and external stakeholders at all levels as evidenced by work experience
5. Excellent knowledge of English, both spoken and written (CEFR level: C1) and good knowledge of Italian (CEFR level: B2 or higher)

### *Advantageous*

6. Doctoral degree in Social Sciences and Humanities
7. Proven work experience in an international academic environment
8. Knowledge of additional languages of the European Union

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

---

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

<sup>6</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.