

## VACANCY NOTICE V/AD/HAR/2/2025

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 posts of

### **Archivist in the Historical Archives of the European Union (Contract agent posts, type 3b, FGIII<sup>2</sup>)**

The **European University Institute (EUI)** seeks a dynamic **Archivist** to manage, process and describe archival materials from the European Space Agency (ESA).

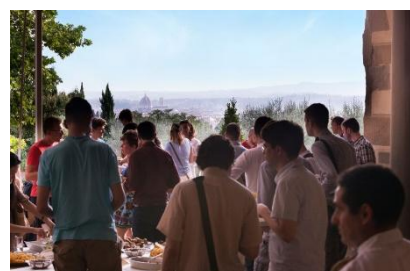
## Who We Are

The **European University Institute (EUI)** 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 Units



The **Historical Archives of the European Union (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.

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

## Your Key Responsibilities

Reporting directly to the Director, the **ESA (European Space Agency) Archivist** will be responsible for the treatment, appraisal, selection and description of the archives of the European Space Agency. Furthermore, the job holder will provide information and reference services on these archives and liaise with the ESA Archives unit on the application of their archival rules and procedures.

The main duties may include the following:

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

- Acting as subject matter specialist for the arrangement, treatment, appraisal and selection of ESA archives for permanent preservation and public access, according to rules in place at ESA and the HAEU;
- Ensuring high standards in the archival treatment and description by applying international standards and methods, while actively engaging with current global trends and best practices in archival science.

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

- Providing reference and information services to scholars who consult ESA historical archives at the HAEU;
- Liaising internally with the HAEU archivists and externally with ESA Archives Service and the scholarly community on matters related to the ESA archival treatment work;
- Developing and maintaining the contents of the ESA archives presentation in the HAEU online database and digital platform and writing news articles on milestones in the ESA archives treatment.

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

- Contributing to the access rules and preservation policies regarding ESA archives deposited at the HAEU, in particular providing input for the strategic transition of ESA towards digital archiving;
- Writing regular reports and preparing data for statistics on the advancement of the work and the availability of ESA archives for opening to the public;
- Advising the HAEU Director and the ESA Archives Service on any issues related to the treatment, appraisal, selection, description, preservation and access to ESA historical archives in deposit.

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

- Working with a high level of autonomy;
- Reporting directly to the Director HAEU.

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

- Supervising the work of trainees involved in the ESA archives project.

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

- Requesting quotes form and verify commitments and payments for external service providers for the ESA archives project.

## ***Budget Management***

- Preparing budget estimates for the ESA archives project for the HAEU's annual work programme and budget;
- Providing relevant budget data for the HAEU's annual activity report.

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

- Managing the ESA archives project ensuring its smooth daily functioning and the achievement of the goals set by the Service;
- Describing ESA archives and preparing other finding aids, authority records and tools to cater for online search and retrieval of relevant descriptive information on ESA archives;
- Implementing rules and procedures on the archiving and retention of ESA documents and files at the HAEU, taking into account relevant provisions on information security and protection of personal data;
- Performing other duties as required by the Director.

## **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:

- Technical knowledge
- Analysis and problem-solving
- Ability to work independently
- Project and Task Management

The competencies mentioned above may be assessed at the written test and/or interview stage.

Candidates are invited to consult the [EUI Competency Framework](#) for a definition of each competence.

## **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: 9 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.<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 for applications, shall be taken into consideration. If your diploma was issued outside the

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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.

EU, please indicate in your application that you hold an equivalence certificate (NARIC '*statement of comparability*'); otherwise, your application will be deemed ineligible.<sup>4</sup>

## **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.

## **SELECTION CRITERIA**

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

### **Essentials**

- At least 3 years of demonstrated relevant work experience in a public archive service;
- Proven experience in working with archival database systems, archival online portals and digital archives management systems;
- Demonstrated experience in applying archival methods and in working with international archival standards, such as ISAD(G);
- Excellent communications skills, both spoken and written, in English (CEFR level: C1 or above).

### **Advantageous**

- University degree or post-secondary diploma in History, Archives Science, Library or Information Science, or any other relevant field;
- Proven relevant experience in a similar role in European Union institutions or international organisations;
- Good knowledge of another EU language (CEFR level: B1 or above).

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.

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