VACANCY NOTICE V/AD/LIB/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[1] for the post of

Metadata Librarian

in the Library
(Temporary agent post, type 2a, AST04[2])

The European University Institute (EUI) seeks an outstanding and highly motivated individual to ensure that its Library collections are properly described, organised, and easily searchable.

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
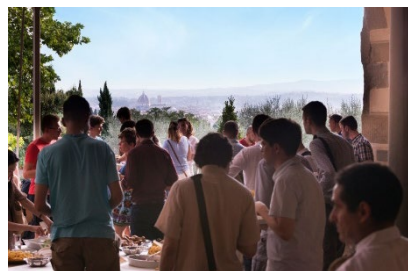
Our Unit

The EUI **Library** supports research at the Institute with a team of 20 librarians and information specialists. Almost 50 years of investment in collections, services and infrastructure have resulted in an internationally recognised social science research library, valued for its multi-national character and the high quality of its collections with a special emphasis on Europe.

Most of the Library's print holdings are on open shelving. In addition, the Library provides its users access to an extensive collection of databases, full text e-journals, eBooks and electronic working papers. The Library has the status of European Documentation Centre (EDC), an official depository of EU publications and documents. The EUI subscribes to the principle of Open Access. Library staff strives to work with the academic community to increase the content, coverage and visibility of the EUI research repository, Cadmus.

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[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 15/2021of 27 April 2021 laying down a procedure for the use of reserve lists.
[2] Cf. Annex II

The successful candidate will be responsible for maintaining accurate and complete descriptions of all resources available in the Library's collections regardless of type or condition. They will work closely with the team of librarians (acquisition-, eResource-, systems-) and information specialists, as well as other Library members to ensure that the Library collections are properly described and organised, and are easily searchable.

The **Metadata Librarian** will use resource description tools, schemas, formats, vocabularies and initiatives based on recognised and emerging standards in the library sector, ensuring that the EUI Library collection data is fully compatible and interoperable with other platforms and vendor systems. They will stay current with trends and new developments in managing Metadata and description of scholarly publications.

The main duties may include the following:

Level of Expertise

- Acting as subject matter expert for metadata and description of academic resources and research output.

Role in administrative processes

- Leading internal and external projects aimed at managing data and description services;
- Contributing to programmes and projects by providing administrative and logistical support ;
- Describing all types of print and electronic materials using national and international standards (MARC21, RDA, AACR, LCSH);
- Implementing new tools and standards in resource description, including Linked Open Data, BIBFRAME, and AI, adapting procedures to enhance workflows;
- Ensuring coherence and accessibility of Library collections by optimising metadata and configuration of search tools;
- Managing resource data projects such as batch updates, shelf-ready services, externalised cataloguing, and local print collections (including EUI Theses);
- Training and supporting other library staff on resource description procedures, standards and formats.
- Keeping up to date with, and participating in, international developments and initiatives in metadata management;
- Collaborating with colleagues on collection strategies.

Level of autonomy and accountability

- Reporting to the Library Director and working in close collaboration with the Coordinator of the Back Office;
- Accountable for own work.

Representation/Communication

- Representing the Library internally and externally, and conducting negotiations with external stakeholders;
- Participating actively in internal and external working groups, international professional organisations and collaborative initiatives.

Policy/Strategy Making

- Contributing to the Library's strategy, vision, mission, and objectives by drafting documents, analysis and briefings.

Finance and procurement responsibility

- Verifying payments and financial commitments;
- Participating in evaluation committees for tender procedures.

Budget management

- Preparing budget estimates;
- Contributing to annual reports by providing data insights for project portfolios.

Managing people/Role in HR processes

- Supervising the work of other staff;
- Acting as a coach/mentor to other staff.

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:

- Problem Solving
- Knowledge: Processes and Procedures
- Reporting skills
- Adaptability
- Initiative/Proactivity
- Technological Awareness

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: 27 November 2025 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.

ELIGIBILITY CRITERIA

On the closing date for online applications, you must fulfil <u>all</u> 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[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 2.3.

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

2.2. Knowledge of Languages[5]

- 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[6]

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[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.

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

[6] 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.

By the deadline for applications, and in addition to the qualifications required above, candidates must have at least **five 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. At least five years of experience with cataloguing, metadata editing and transformation tools and techniques, and familiarity with cataloguing standards and best practices;
2. Extensive proven knowledge of electronic resources and related technologies, of the scientific electronic resources market (mainly in the social sciences and humanities fields) as well as expertise in cataloguing rules (e.g. AACR2, RDA, BIBFRAME), indexing systems (e.g. DDC, LC Subject heading), MARC and metadata standards (e.g. Dublin Core) and identifiers (e.g. DOI, ORCID), gained through professional experience and/or training;
3. Professional experience in an academic and/or research environment;
4. Excellent knowledge of English, both spoken and written (CEFR level: C1).

Advantageous

5. University degree or specialised training in Library and/or Information Sciences or other relevant fields;
6. Experience in preparing data for analysis and visualisation;
7. Knowledge of additional EU languages (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.