

VACANCY NOTICE V/AD/HAR/1/2026

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 for the post of

Director of the Historical Archives of the European Union (HAEU)
(Temporary agent post, type 2g CEOS, AD 10)

Manage the institutional memory of the European Union and steer the future of European historical and archival research.

The [European University Institute \(EUI\)](#), founded in 1972 and located in Florence, Italy, is a treaty-based post-graduate institution dedicated to advanced research and training with a unique European focus.

As part of the EUI, the [Historical Archives of the European Union \(HAEU\)](#) is the single, official repository for the historical documents of the institutions, bodies and agencies of the European Union.

We seek an inspiring and forward-thinking leader with outstanding archival qualifications and solid knowledge of the European Union and European integration to manage the Historical Archives of the European Union, lead a multinational and diverse team of archivists, manage its budget and finances, and liaise with high-level stakeholders, including EU institutions, bodies and agencies and other depositing organisations. The Director will also promote and facilitate historical research on European integration and the European project, while enhancing public awareness, visibility and understanding of the Historical Archives of the European Union, its collections, and its mission.

Finally, the Director will co-direct the [Alcide De Gasperi Research Centre](#) of the European University Institute.

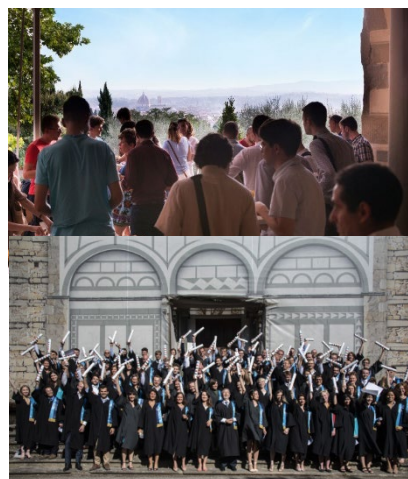
This is a unique opportunity to shape and advance knowledge of the European Union and its past, steward the preservation of and access to its documentary heritage, enhance institutional transparency, lead innovation and change in response to the modern digital information society, and promote research, education and public engagement in the European Union's history on a global scale.

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.

[Learn more about the European University Institute.](#)



Our Unit



Established in 1984, the [Historical Archives of the European Union \(HAEU\)](#) preserves and makes accessible for public interest and research the archives deposited by EU institutions according to the thirty-year rule governing access to their archival material. It also collects and preserves personal papers of individuals, and the archives of public and private organisations that played a role in European integration. Moreover, it facilitates and promotes research on the history of the European Union, promotes public interest in European integration, and enhances transparency in the functioning of EU Institutions.

As a joint initiative of the HAEU and the EUI's Department of History, the [Alcide De Gasperi Research Centre \(ADG\)](#) was established in 2015 to foster academic research on the history of European integration. The Centre hosts research projects, facilitates the use of primary sources, supports young researchers, promotes innovative methodologies, coordinates networks of historians, and stimulates public interest in the history of European integration.

Your Key Responsibilities

Reporting to the Secretary General of the European University Institute, the Director leads the Historical Archives of the European Union (HAEU), manages a team of 17 highly skilled professionals, and liaises with depositing European institutions. The selected candidate also acts as Co-Director of the Alcide De Gasperi Research Centre (ADGC).

The main responsibilities of the role include:

Expertise & Strategic Insight

The Director acts as subject matter specialist, staying abreast of best practice in archival science, digital innovation in the field, including Artificial Intelligence, and research trends in European integration history. They define the vision, mission, strategy and objectives of the Historical Archives of the European Union and contribute to the EUI's overall strategy by advising senior management.

External Leadership & Institutional Representation

The Director represents the HAEU externally, strengthens the visibility, public recognition and impact of the HAEU's operations, and acts as a leading advocate for historical research on European integration and the European project. They communicate and engage with the public by organising events, open days, and educational and cultural activities. They also organise workshops on archival science and practice in the European Union, and host academic workshops and conferences on the history of European Union and European integration. Furthermore, they negotiate and liaise with high-level stakeholders in EU institutions, bodies and agencies, and other European organisations and individuals that deposit their archives at the HAEU. As Co-Director of the ADG, the Director partners with universities and research institutes, and contributes to the preparation of applications and the management of research grants.

Governance, Autonomy & Accountability

Under the supervision of the Secretary General of the EUI, the Director provides reports on HAEU activities to EU institutions, depositors and the general public. They operate with a high level of autonomy and are fully accountable for the work performance and financial compliance of the Historical Archives of the European Union.

People Leadership & Organisational Development

The Director supervises, manages and develops the staff of the HAEU. They oversee staff leadership, assessment and professional development, and ensure effective management of people, budgets and programme activities. For the ADG, they contribute to the Centre's work programme, staff and budget management, in cooperation with the Co-Director.

Financial Stewardship & Resource Management

The Director acts as authorising officer by sub-delegation and is responsible for the implementation of the HAEU budget. They establish and execute the annual budget and work programme, and sign annual reports.

Operational Oversight & Regulatory Compliance

The Director supervises the work programmes, projects and operations of the Historical Archives of the European Union. They define, in close cooperation with the Secretariat General of the European Commission, the HAEU's strategic objectives within the multi-annual Framework Partnership Agreement, ensuring that all activities of the HAEU fully conform with applicable regulations and uphold the highest standards of archival practice, institutional transparency and public accountability.

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:

- Strategic thinking
- Negotiation skills
- Leadership and Team management
- Change Management
- Project and stakeholder management
- Creativity and 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 vital role in creating a conducive environment for scholars in Europe's research university with a focus on master's, doctoral and post-doctoral studies in the social sciences and humanities;
- The opportunity to join a truly multicultural community of more than 1000 academics and professionals at all career stages of approximately 85 different nationalities working on the future of the European project;



- The commitment to a genuine culture of equality, diversity and inclusiveness, 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;
- A 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 **AD/HAR/1/2026 online application form** available at [Open competitions for administrative posts • European University Institute](#)

CLOSING DATE FOR APPLICATIONS:

Wednesday, 23 September 2026 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.¹

¹ 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.

2. Specific conditions

2.1. Education (Qualifications)

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four (4) years or more; *or*
- A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one (1) year when the normal period of university education is at least three (3) years. This professional experience will be considered part of the educational qualification and will not be taken into account in the required number of years 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 (NARIC '*statement of comparability*'); otherwise, your application will be deemed ineligible.²

2.2. Professional experience³

By the deadline for applications, and in addition to the qualifications required above, candidates must have **at least ten (10) years** of professional experience gained after obtaining the diploma required under 2.1.

2.3 Knowledge of Languages⁴

- 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:

² 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.

³ 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.

⁴ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

Essential

1. **University degree** in History, Archival Science, Library and Information Science, Records Management, or a closely related field;
2. At **least five years** of recent and proven **leadership and management experience**, with a demonstrated ability to motivate, inspire and successfully manage multidisciplinary **teams within an archive, records management** or comparable heritage institution, in the public or private sector;
3. Proven experience in developing institutional **strategies, policies**, and long-term visions for **archival services**, in **leading digitisation** strategies and steering digital transformation, **in an international** environment;
4. Proven **excellent knowledge**, gained through professional experience and/or training, of:
 - (i) the **history of European integration and the institutional structure of the European Union**;
 - (ii) **international archival standards**: e.g. ISAD(G), ISAAR/CPF, EAD, EAC, ISO 15489, MoReq 2010, and the standards of ISO/TC46/SC11.
5. Excellent oral and written communication skills in **English** (CEFR level: C1 or above).

Advantageous

6. Proven experience in **collaborating or partnering with European Union institutions, international organisations**, or international **archival networks** and professional **groups**;
7. Proven recent experience in **implementing innovation and change** in the area of **digital preservation and access**, including the use of Artificial Intelligence;
8. Knowledge of **additional languages of the European Union**, preferably **French** (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.