

VACANCY NOTICE V/AD/ICT/2/2026

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list¹ for the post of

Corporate Applications Software Developer
in the Information and Communication Technology (ICT) Service
(Temporary agent post, type 2b CEOS, AST 4²)

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.

We are looking for a **Corporate Applications Software Developer** to organise information and design, develop, and continuously optimise applications and integrations for the administrative domain.

With a strong grasp of workflows across connected areas, the Software Developer will enhance operational efficiency through robust ICT solutions tailored to user requirements.

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.

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



Our Unit

The **EUI Information and Communication Technology (ICT) Service** provides the digital infrastructure and essential technology services that enable the Institute's academic and administrative activities. It ensures secure, reliable and high-performance data, visual and voice

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](#). Candidates recruited to fill additional positions may be appointed under a temporary agent contract of type 2a or 2b (Cf. articles 2a and 2b of the [Conditions of Employment of Other Servants of the EUI](#)), subject to post availability and the strategic or operational needs of the EUI.

² Cf. Annex II

communication across the EUI community and with external partners. It supports both centralised and decentralised applications, providing the flexibility required by diverse institutional needs. It is responsible for and provides services for identity and access management, user support functions, and a central Helpdesk to maintain high-quality service delivery. It also supports learning technologies, audiovisual environments, enterprise systems, integrations, and campuswide networks to ensure efficient, modern and accessible digital operations. The Service ensures the security, integrity and resilience of the Institute's systems and digital assets, and contributes to robust business processes, management information systems, and IT governance.

The **Administrative Systems Group** is a key sector within the ICT Service. Consisting of six team members, the group is responsible for designing, implementing, integrating, and maintaining software solutions that support the EUI Administration across a wide range of activities. The main areas serviced are the academic units, the Academic Service, Real Estate, Finance, Accounting, and the HR Services. The group also plays a key role in the digitalisation and streamlining of business processes and delivering custom solutions to internal clients.

Your Key Responsibilities

Reporting to the Head of Sector, Administrative Systems, the **Corporate Applications Software Developer** (Software Developer) will organise information and design, develop, and maintain applications and integrations with a focus on the administrative domain.

Drawing on a strong understanding of workflows across related areas, they will improve operational efficiency through reliable, user-centred ICT solutions.

The main responsibilities of the role include:

Professional Expertise and Strategic Contribution

The Software Developer acts as a subject-matter specialist, maintaining an up-to-date understanding of trends and best practices in information management, application development, and system integration; providing insights, statistics, and data that support the ICT Service's strategy, vision, mission, and objectives; contributing to internal working groups dedicated to improving workflows and advancing the strategic direction of the ICT Service and the Institute; and identifying areas for improvement in existing workflows and programmes and implementing improvements that strengthen the Institute's administrative ecosystem.

Collaboration, Representation and Stakeholder Engagement

The Software Developer represents the ICT Service inside and outside the EUI and liaises with internal and external collaborators and stakeholders; conducts negotiations with external contractors – both commercial and institutional; advises academic and administrative staff on opportunities and on the implementation of agreed projects and products; and provides training sessions to users, including non-specialists.

Technical delivery, Innovation and Continuous Improvement

The Software Developer manages the technical development of new projects, tools, and websites in line with the ICT strategy; implements administrative systems and refines their requirements; manages and documents system configuration; supports the implementation of security and accessibility procedures through the development and customisation of advanced technical solutions; contributes to the development, testing, and implementation of new features - whether developed internally or by external contractors - and supports the integration

of bespoke tools and third-party applications; performs reporting activities, including configuring reports to meet user needs; and organises the testing of new developments and releases.

Autonomy, Coordination and Resource Management

The position operates with a high level of autonomy and reports to the Head of Sector, Administrative Systems; coordinates the work of external contractors, including those working on premises; contributes to the drafting of contracts and project agreements for the Administrative Systems sector; participates in the preparation of tender documents for systems and services and takes part in evaluation committees; and supports budgetary and financial operations by drafting purchase requests, requesting and analysing vendor offers, as well as contributing to the preparation of annual reports, including those related to projects.

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:

- Problem solving
- Stakeholders Orientation
- Change management
- Creativity & Innovation
- Project and task management
- Strategic thinking
- Knowledge – (Business) processes and procedures
- Knowledge – IT (*cf. selection criteria*)

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/ICT/2/2026 online application form available at [Open competitions for administrative posts • European University Institute](#)

CLOSING DATE FOR APPLICATIONS:

MONDAY, 13th JULY 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.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 number of professional experiences 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

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.

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

2.2. Professional experience⁵

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

2.3 Knowledge of Languages⁶

- 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. At least **five years** of proven professional **experience** in a **relevant** role, including experience in the **development and administration** of **at least one** of the following: SAP, Student Information Systems, Learning Management Systems, Workflow Systems, Web development, eCommerce, Research Information Systems;
2. Demonstrated **development experience** using **Microsoft technology stack**, e.g. SharePoint, C# MVC or CORE framework, Power BI;
3. Proven professional **experience** in **programme management, business analysis** and/or **IT service management frameworks** (e.g. ITIL);
4. Excellent oral and written communication skills in **English**, both spoken and written (CEFR level: C1 or above).

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 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.

⁶ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

Advantageous

5. **University degree** in Computer Science, Information Systems, Business Information Management or related field;
6. Work experience in an **academic** institution and/or in an **international** environment;
7. Demonstrated experience with **Lean or Agile methodologies**.

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.