

VACANCY NOTICE AD/EUI/4/2019

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 of

OFFICERS IN THE ADMINISTRATIVE FIELD (Contract agent posts, type 3a, FG III 08¹)

for general administrative tasks within the academic areas of the EUI (including tasks related to research activities) in the following units:

The **Robert Schuman Centre for Advanced Studies**, the **School of Transnational Governance**, the **Max Weber Programme**, or in the **academic departments**.

Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **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 **Robert Schuman Centre for Advanced Studies** develops inter-disciplinary and comparative research on the dynamics of European integration and Europe's role in the world.

The Centre has a large post-doctoral programme and hosts major research programmes, projects and data sets dealing principally with the themes of integration, governance and democracy; macroeconomic governance; and Europe and world politics.

¹ cf. Annex II

The EUI [School of Transnational Governance](#) (STG) offers policy leader fellowships, executive training and high-level policy dialogues on issues concerning governance beyond the state. It will launch a Master's programme in transnational governance in 2020.

The [Max Weber Programme](#) for post-doctoral studies prepares fellows for a career in academia. It is the largest programme of its kind in Europe, bringing together more than 60 fellows from around the world working in Law, Economics, History and Civilization, and Political and Social Sciences.

The [Academic Departments](#) offer fully-funded four-year PhD programmes in Law, Economics, History and Civilization, and Political and Social Sciences, with special reference to Europe, and an LL.M. programme in Comparative, European and International Laws.

Your Key Responsibilities

The EUI is looking for dynamic administrative officers, who will thrive in a university setting hosting more than 1000 international researchers and employees.

You will bring your expertise on processes and procedures to support the academic activities and advise colleagues under supervision. The main duties can vary from one unit to another, but may include the following:

Level of Expertise:

- Acting as subject matter specialist regarding all administrative processes: ensuring compliance with administrative regulations (financial regulations, staff regulations, procedures, etc.) for the projects you will be involved in.

Role in administrative processes:

- Providing general administrative support to research programmes and academic units, including to the entire academic and administrative teams, both internal and external;
- Supporting the administrative implementation of the doctoral programme, including researchers missions, PhD defences, credit requirements, job market support working groups, etc.;
- Supporting the recruitment of academic staff, liaising with the departmental coordinator or academic administrator, project managers, professors, the Academic Service and the HR Service;
- Supporting the selection procedure for the shortlisting and admission of new PhD and LL.M. researchers, including the preparation of tables and files, liaising with the Academic Service, the departmental coordinator and professors.

Finance and procurement:

- Supporting financial and procurement processes: adapting templates, preparing invoices for verification, drafting debit notes, requesting commitments, participating in e-payment workflow, providing "bon à payer";
- Contributing to the drafting of contracts (with external providers, external collaborators, small research assistant jobs) and calls for tender.

Budget Management:

- Supporting the departmental coordinator and/or the responsible academic programme director and project manager with project-related budget forecasts;
- Managing specific budgets, e.g. for events or communication activities.

Representation/communication:

- Representing the academic units or research projects/programmes inside and outside the EUI and liaising with internal and external academic collaborators and stakeholders;
- Acting as contact point for any external queries related to the academic units / professors/ research projects and, more broadly, the EUI;
- Internally coordinating and collaborating with other academic units and with administrative services;
- Contributing to the planning and implementation of external communication activities and projects of the academic units, including print and electronic dissemination activities on multiple platforms, including web and social media;
- Acting as reference person in the organization, follow-up, and 360° logistic support to high-level academic/research activities (guest lectures, thesis defences, seminars, workshops, conferences, summer schools, etc.).



Policy/ Strategy Making:

- Contributing to the preparation of funding applications for research projects, including providing initial insights and budget forecasts;
- Regularly providing insights, statistics and data allowing academic units' directors to draft strategic documents (project reports, annual reports, self-assessments of the academic unit, documents related to the PhD training programme, etc.).

People management:

- Supporting, training, and coaching other colleagues, such as academic project assistants, trainees or newcomers, to make sure administrative procedures are respected;

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 units include the following:

- Compliance
- Knowledge of rules and regulations
- Customer orientation

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on doctoral and post-doctoral studies;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Languages courses and soft skills trainings;
- Access to all EUI facilities: library, PC rooms, 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.



How To Apply

Applications must be submitted electronically using the AD/EUI/4/2019 [online application form](https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: ~~2-February~~ 24 February 2020 at 24:00 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 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.

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 2.2.2.

2.2. Professional experience²

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

2.3 Knowledge of Languages³

- 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 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 and remunerated PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

³ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

SELECTION CRITERIA

Requirements for all profiles:

Essential

- Professional experience and skills directly relevant to the nature of the duties, including administrative and budgetary responsibilities;
- Strong customer and service approach as well as good teamwork skills, evidenced by previous work experience;
- Proven solid organizational and project implementation skills, and sense of accountability for the projects and procedures managed;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above);
- Good working knowledge of office automation software and Web editing skills.

Advantageous

- Knowledge of additional languages of the European Union;
- Experience in internal and external communication;
- Work experience in an academic or research environment and/or in a multinational and multidisciplinary team in an international environment.