VACANCY NOTICE V/AD/REF/1/2020

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

Document Management Officer (DMO)
(Temporary Agent, type 2b, AST03[1])
in the Real Estate and Facilities Service (REFS)

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 Unit

The mission of the **Real Estate and Facilities Service** (REFS) is to offer to the community of users and to all visitors the optimal work and life environment for the duration of their stay at the EUI. The REFS manages the overall infrastructure of the EUI Campus. It operates and maintains all of the Institute's buildings and their services, developing them and implementing plans for sustainable growth.

The service takes care of the day-to-day running of the EUI, managing canteens, the crèche, housing service, postal service, welcome service, ordinary maintenance and site security. Other areas which come under the remit of the Real Estate and Facilities Service are the central filing and protocol office, the organisation of conference and seminar rooms, the management of audio-visual equipment, document reproduction and printing, environmental services, the purchase office and translation work.

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[1] cf. Annex II

The Real Estate and Facilities Service (REFS) is looking for a dynamic Document Management Officer (DMO) who will be responsible for establishing policies and procedures, managing tools and systems for document and records management (RM), and providing information services to EUI services and departments.

This is a substantially reshaped and strategic role focused on developing and managing the document and records management policies of the EUI.

Level of Expertise:

- In-depth knowledge of applicable rules regarding records management (retention, archiving) and applicable data protection regulations;
- Identifying, examining, and evaluating major publications and trends in the records management profession with particular regard to activities in EU institutions;
- Regularly assessing the EUI document management policies, by investigating on security classification schemes and by testing audit trails.

Technological awareness:

- Understanding applicability and limitation of technology to the work of records management;
- Actively applying technology to appropriate tasks; being open to learn new technologies;
- Liaising with EUI ICT service and external (IT) companies in order to secure system maintenance.

Policy/ Strategy Making:

- Developing and maintaining document management policies;
- Cooperating with the administrative staff in organising and maintaining the EUI central archives in accordance with existing rules and standards applicable to the EUI;
- Implementing rules and procedures concerning registration, filing, archiving and retention of documents and files;
- Managing the various electronic document management systems in place at the EUI;
- Leading strategic discussions and working groups with regard to the EUI RM programme;
- Facilitating administrative staff's access to EUI electronic document management systems, and leading the transition towards digital and digitised archives;
- Participating actively in the relevant working groups.

Representation/communication:

- Providing advice and organising workshops to ensure knowledge of and compliance with the EUI records management programme;
- Developing and maintaining the contents of the EUI RM programme web pages;
- Liaising with staff of EUI services and departments to ensure the EUI documents are managed in a secure way;
- Participating in and contributing to the profession through external training and networking activities.

Level of autonomy and accountability:

- Working with a high level of autonomy; accountable for the work of others;
- Reporting directly to the REFS Director.

Role in administrative processes:

- Managing the document and records management policies of the EUI;
- Taking into account relevant provisions on information security and protection of personal data in the implementation of rules and procedures;
- Liaising with services and departments on document management policies;
- Managing the EUI records and archives management systems and applications;
- Working with and providing hands-on training to staff to ensure the information is managed and retained in an appropriate and secure way;
- Providing support and assistance on all document management-related questions to administrative and academic staff.

People management:

- Supervising project staff, contractors, external collaborators and trainees;
- Providing regular training for EUI administrative services and academic units, in particular all users involved in document and records management;
- Conducting evaluation of the training provided;

Budget management:

- Managing the budget assigned to the records management office and for the management of its digital systems and applications.

Finance and procurement:

- Managing finances and procurement for all acquisitions and services required for the management of the records and archives systems.

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 unit and the role include the following:

- Organizational skills for own and others' work and ability to meet deadlines and to set priorities;
- Communication and presentation skills;
- Ability to work collaboratively and build strong working relationships;
- Strong service-oriented approach.

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;
- Language courses and soft skills trainings;
- 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.

How To Apply

Applications must be submitted electronically using the V/AD/REF/1/2020 online application form available at

https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts

CLOSING DATE FOR APPLICATIONS: 30/11/2020 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 <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 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 experience[2]

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 Languages[3]

- 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.

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[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

Essential

- University degree in Archives Science and/or Records Management;
- At least 3 years of relevant work experience in document, records or archives management programmes, including the use of dedicated systems;
- Experience with IT tools applied to document, records and archives management;
- Demonstrated experience in drafting and implementing records management policies;
- Knowledge of provisions concerning information security and protection of personal data;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

- Proven ability to work as part of a multinational and multidisciplinary team in an international environment;
- Experience working with European Union institutions or in a university or research organization;
- Knowledge of additional languages of the European Union.