

## VACANCY NOTICE V/AD/SG/2/2021

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

**Procurement Officer**  
in the Central Coordination Unit  
(Contract agent post 3a– FG IV<sup>1</sup>)

### 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 Central Coordination Unit is tasked with supporting the President and the Secretary General in the definition and the implementation of the EUI's strategy and development, the operation of strategic and academic governance, and ensures the execution of transversal functions and initiatives upon request of the President.



The areas covered by the Central Coordination Unit include: strategy and development, research support; corporate and private fundraising; external relations; diversity and inclusiveness; gender equality; legal advice and data protection; and procurement. It supports the relevant Deans.

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<sup>1</sup> [Cf. Annex II](#)

## Your Key Responsibilities

Working as part of the Central Coordination Unit's Legal Affairs and Procurement Area, and reporting directly to the Secretary General, the selected candidate will act as a focal point for procurement activities at the EUI.

The position of the Procurement Officer is a newly created position within the EUI, thus giving the possibility for the selected candidate to shape the future procurement policy of the Institute. More precisely, he/she will enhance the procurement procedures and operational activities; be in charge of handling all procurements and contracts, while also collaborating with the relevant Units in need of procurement assistance. He/she will furthermore support the Central Coordination Unit in all other tasks.

The main duties include the following:

### ***Finance and procurement responsibility***

- Being responsible for procurement processes for the entire Institute;
- Preparing and overseeing the preparation of calls for timely proposals/tenders and contracts;
- Participating in evaluation committees for tender procedures;
- Preparing accurate and timely reports of procurement activities that enable informed decision making and consistency of information presented to stakeholders, leading to performance optimisation;
- Ensuring compliance with the EUI's Financial and Public Procurement Regulations.



### ***Role in administrative processes***

- Being in charge of procurement coordination, giving support to the EUI administrative and academic units;
- Contributing to programmes and projects by providing administrative and logistical support and handling various administrative tasks.

### ***Representation/communication***

- Representing the Central Coordination Unit internally/externally;
- Conducting negotiations with external stakeholders such as service providers.

### ***Level of Expertise***

- Acting as subject matter expert (having extensive knowledge) in the area of procurement;
- Collecting and analysing market information and monitoring market trends.

### ***Policy/ Strategy Making***

- Contributing by drafting documents, analysis and briefings to strategy, the vision, mission and objectives for the Unit;
- Staying abreast with the developments of the European Commission public procurement rules and proposing changes accordingly and if necessary.

## ***Managing People / Role in HR processes***

- Acting as a coach by providing guidance to staff of other units and by organising internal trainings in the area of procurement.

## ***Level of autonomy and accountability***

- Reporting directly to the Secretary General;
- Working with a high level of autonomy.

## **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 include the following:

- Financial & procurement compliance
- Office administration
- Initiative/Proactivity
- Multitasking

## **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 support staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and the commitment 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;
- Languages 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/SG/2/2021** [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: MONDAY 13<sup>th</sup> SEPTEMBER 2021 at 24:00 CEST**

**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 education which corresponds to completed university studies of at least three years attested by a diploma.

#### 2.2. Professional experience<sup>2</sup>

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.

#### 2.3 Knowledge of Languages<sup>3</sup>

- 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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<sup>2</sup> 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.

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

## **SELECTION CRITERIA**

### ***Essential***

- At least 5 years' work experience within a procurement function in the public or private sector;
- Proven experience in drafting tender documentation rules, procedures and/or legal documents;
- Extensive knowledge of public procurement procedures and financial administrative processes attested by professional experience/relevant certificates;
- A strong sense of coordination and ability to train others;
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

### **Advantageous**

- Experience/ability to work as part of a multinational and multidisciplinary team in an international environment;
- Experience/ability to streamline, automatise and digitalise workflows and administrative processes;
- Knowledge of EU financial rules and regulations;
- Work experience in an academic or research environment.