VACANCY NOTICE V/AD/RSC/61/2023

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[1] for the post of

**Multimedia Assistants
in the Robert Schuman Centre for Advanced Studies
(Contract agent posts, type 3b, FGII[2])**

The **European University Institute** (EUI) seeks

Multimedia Assistants for its Robert Schuman Centre of Advanced Studies (RSCAS).

The Multimedia Assistants will assist in the production of multimedia content, supporting the on-site and online events and activities of the RSCAS.

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
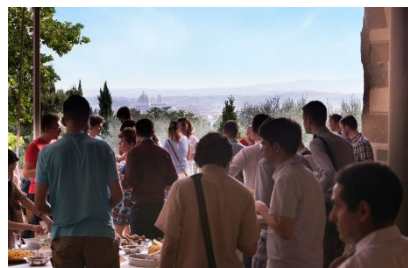
Our Units

The **Robert Schuman Centre for Advanced Studies (RSCAS)** is an interdisciplinary research centre at the heart of the European University Institute (EUI). It was established in 1993 to complement the four EUI disciplinary departments of Economics, History, Law, and Political and Social Sciences, with the goal of developing cutting-edge, academic research and using that research to engage with a wide variety of stakeholders in the public and private sector.

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[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 15/2021of 27 April 2021 laying down a procedure for the use of reserve lists.
[2] The total period of employment will be for a maximum of 6 years, Cf. Annex II.

The results of the Centre's research often become policy output in the form of publications and public events, where academics, policy-makers, members of civil society, and representatives of business exchange knowledge and build solutions to face the challenges of our time. In doing so, the Centre provides opportunities for younger scholars and established researchers to participate in a sustained dialogue with the world of practice. This problem-centred research agenda is necessarily thematic and interdisciplinary. It also extends beyond the traditional domain of the four disciplinary departments in ways that connect with other centres of excellence in Europe and globally.

The Multimedia Team of the Centre currently consists of the Team Leader Multimedia and one trainee at central level, as well as one Multimedia Assistant and several project assistants working in different units of the Centre.

Your Key Responsibilities

The EUI's Robert Schuman Centre of Advanced Studies (RSCAS) is seeking to recruit **Multimedia Assistants** who will support with the production of multimedia content for public dissemination and online courses, thus contributing to the creation and implementation of the communication strategy of the Schuman Centre's assigned unit(s) and of the Schuman Centre itself. The Multimedia Assistants will be part of the Schuman Centre Multimedia Team and the daily coordination of activities takes place in the context of the assigned Schuman unit(s).

The main duties may include the following:

Level of Expertise

- Acting as subject matter generalist in respect of the relevant EUI procedures and workflows as well as external trends for the successful production of multimedia content for public dissemination and online courses in an academic context.

Role in administrative processes

- Assisting in the video, audio and still image production for the assigned Schuman unit(s) and its projects, including animated videos, video lectures and interviews, live streaming of events, administration of webinar software, production of stills photography;
- Ensuring compatibility with the EUI corporate image and the Schuman Centre style guide, following colour, layout, and branding specifications;
- Supporting the updating and maintenance of the technical aspects of the assigned Schuman unit(s) social media channels such as YouTube and SoundCloud channels;
- Applying data protection policy in each administrative process in compliance with the EUI rules;
- Contributing to improvements to existing workflows in the multimedia sector;
- Liaising with the administrative staff and providing support for procedures related to the production of multimedia content.

Representation/Communication

- Representing the Schuman Centre and the assigned Schuman unit(s) internally on multimedia related matters as part of the Schuman Centre Multimedia Team;
- Internally liaising with the EUI Communication and ICT Services in view of the production of multimedia content;
- Supporting the development of best practices in the production of multimedia content within the EUI.

Level of autonomy and accountability

- Reporting to the Schuman Centre Team Leader Multimedia;
- Possessing some level of autonomy in the implementation of assigned tasks, accountable for own work.

Finance and procurement responsibility

- Supporting other administrative staff of the Centre with the financial and procurement processes linked to multimedia activities.

Budget management

- Contributing to multimedia projects by providing insights, such as draft or data to annual reports.

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:

- Knowledge – IT *(ref. Essential selection criteria)*
- Willingness to Learn
- Technological Awareness

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 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 administrative staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, 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;
- 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 Support Staff](#).

Applications must be submitted electronically using the **online application form** available at
https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts

CLOSING DATE FOR APPLICATIONS: Monday 15 January 2024 at 23:59 CET

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[4], 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.

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[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.
[4] 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; otherwise, your application will be deemed ineligible.

2.2. Professional experience[5]

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

2.3. Knowledge of Languages[6]

- 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:

Essentials

- At least one year of professional experience in creating audio-visual content, proven by a portfolio;
- Proven knowledge of Adobe Creative Suite, especially Premiere, After Effects and Photoshop, gained through professional experience or training;
- Good command of audio and video recording equipment, gained through professional experience or training;
- Excellent knowledge of English (CEFR level: C1 or above).

Advantageous

- Degree/diploma/training in Multimedia, Communications or in a related field;
- Experience with the technical set up (soft- and hardware) for live driven events and conferences;
- Work experience as part of a multinational team in an international environment.

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.

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[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.