VACANCY NOTICE V/AD/EUI/1/2024

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[1])

for general administrative tasks (including tasks related to research activities) in the
following units:

**Academic Units and Administrative Services**

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
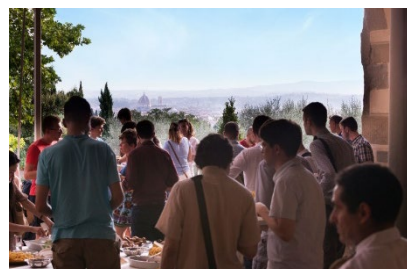
Overall Purpose

The EUI is looking for dynamic administrative officers, who will thrive in a university and international setting hosting more than 1000 international scholars and administrative staff with various backgrounds. The EUI is looking to create a **reserve list** to fill future vacancies **in all units across the organisation**. You will work in one of the academic units or administrative services, providing administrative support to the Head of Unit and the team. The reserve list may be used for all units of the EUI, including the Library and the Historical Archives of the European Union.
More on the organisation of our Institution: https://www.eui.eu/en/public/about/organisation

Apart from being assigned to a specific unit, you might also be selected to start as a **floater** and rotate to various units for short or medium-term assignments, assisting in tasks during

longer absences or in case of urgent needs. Working in different sectors of the EUI, you will gain solid and broad insights into the whole organisation.

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[1] Cf. Annex II

You will bring your expertise on administrative processes and procedures to support the academic and administrative activities and advise colleagues. The main duties can vary depending on the position in the organisation, but may include the following:

Level of Expertise:

- Acting as subject matter specialist regarding all administrative processes: ensuring compliance with administrative, i.e. financial, staff and academic, regulations for the activities,projects and processes you will be involved in.

Role in administrative processes:

- Providing general administrative support to the relevant unit and its projects/research programmes/activities;
- Acting as the reference person for the administrative processes for academic and administrative staff members, ensuring compliance with administrative and/or academic rules;
- Performing office management tasks: keeping track of pending files, monitoring outstanding tasks, deadlines and requests, drafting minutes, organising office files and archiving documents;
- Ensuring data entry and verification of data in relevant administrative databases;
- [Academic units] Administering teaching activities of the unit including support in the administrative implementation of the PhD or Master programmes and its development in particular on e-learning platforms.

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 and calls for tender;
- Acting as first contact reference for external debtors and creditors (individuals, companies, institutions, etc.).

Budget Management:

- Supporting the departmental coordinator/ project manager/ units' directors with project-related budget forecasts;
- Managing specific budgets, e.g. for events or communication activities.

Representation/communication:

- Representing the unit (or research projects/programmes) inside and outside the EUI and liaising with internal and external stakeholders;
- Internally coordinating and collaborating with other units and services across the EUI;
- Acting as contact point for any external queries related to the unit and, more broadly, the EUI;

- Contributing to the planning and implementation of external communication activities including dissemination activities on multiple platforms and social media;
- Acting as Web Editor;
- Acting as reference person and logistic support in the organisation of events, training activities, and/or academic/research activities (such as guest lectures, thesis defences, seminars, workshops, conferences, summer schools, etc.).

Policy/ Strategy Making:

- Regularly providing insights, statistics and data allowing managers to draft strategic documents (project reports, annual reports, self-assessments of the academic unit, etc.).

People management:

- Supporting, training, and coaching other colleagues, such as academic project assistants, trainees or newcomers;

Level of autonomy and accountability:

- Reporting to the departmental coordinator/ team leader/ (project) director;
- Substantial level of autonomy in the implementation of assigned tasks.

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** and **role** may include the following:

- Project and task management
- Knowledge of rules and regulations
- Stakeholders orientation
- Working with others
- Confidentiality

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 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;
- Language courses and soft skills training opportunities;
- 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.

Read more on Work and Life of EUI Support Staff

How To Apply

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: 20 February 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.

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 their suitability for performing the duties of the post[2];
- 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.

2.2 Knowledge of Languages[5]

- 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] A recent extract from judicial records and/or certificate of good conduct will be requested upon appointment.

[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. Diplomas awarded in the UK until 31/12/2020 are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

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

SELECTION CRITERIA

Applications that fulfil the above Eligibility Criteria will be assessed against the following Requirements:

> ***The essential criteria 1 and 2 are <u>mandatory</u>**, meaning that candidates who do not meet these two essential requirements will not be assessed further for the 3rd and 4th and advantageous criteria and will be excluded from the selection process.

Essential

1. **At least three years** of proven work experience in carrying out administrative or support related tasks of which **at least one year** within an international and/or academic/research environment[6];
2. Excellent knowledge of English, both spoken and written (CEFR level: C1 or above);
3. A thorough knowledge of Microsoft Office (Word, PowerPoint, Outlook, and in particular Excel) and/or proven experience with IT tools, in particular those used in an international organisation or universities (Enterprise Resource Planning systems such as SIS, SAP, HRMS, LMS);
4. Proven experience in providing support to project and/or grant management and/or events management.

Advantageous

5. Proven experience in providing support to Human Resources Management (e.g.: recruitment, learning and development, rights and entitlements etc.) or Budget and Finance area;
6. Proven communication and/or web editing skills;
7. Knowledge of additional languages of the European Union.

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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[6] 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.