

VACANCY NOTICE V/AD/RSC/76/2024

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list¹ for the posts of

EXECUTIVE TRAINING ASSISTANTS in the Robert Schuman Centre for Advanced Studies and in other units of the EUI (Contract agent posts, type 3b, FGII²)

The [European University Institute](https://www.eui.eu) (EUI) seeks

Executive training assistants for its Robert Schuman Centre of Advanced Studies (RSCAS).

The Executive training assistants will be responsible for assisting in the planning, organisation and implementation of residential, hybrid and online executive training activities and tailor-made training formats of the Schuman Centre's various units.

They will also assist with the promotion and dissemination of the training activities, as well as community outreach and engagement activities.

Moreover, the EUI is looking to create a reserve list to fill future vacancies in other units across the organisation.

Who We Are

The [European University Institute \(EUI\)](https://www.eui.eu) 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>



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 15/2021 of 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.

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.

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.

Your Key Responsibilities

The EUI's Robert Schuman Centre of Advanced Studies (RSCAS) is seeking to recruit **Executive training assistants** who will be responsible for assisting in the planning, organisation and implementation of residential, hybrid and online executive training activities and tailor-made training formats of the Schuman Centre's various units. The Executive training assistants will contribute to the promotion and marketing of these activities in collaboration with the communication team. Under the supervision of the Team leader Executive education and of the Training officer of the assigned unit(s), the Executive training assistant also contributes to the community outreach and engagement activities.

The main duties may include the following:

Level of Expertise

- Acting as a subject matter generalist: knowing the relevant EUI procedures and workflows as well as external trends in the field of executive training;
- Knowledge of Learning Management Systems (e.g. Brightspace), online communication tools and image and graphic editing software.

Representation/Communication

- Representing the assigned unit(s), and where appropriate the Schuman Centre internally, regarding executive training activities;
- Facilitating courses and acting as point of contact for course participants;
- Internally coordinating and systematically liaising with the Schuman Centre's executive education team, contributing to the alignment of the assigned Schuman units' strategy with the executive education strategy of the Schuman Centre and the EUI;
- Supporting the preparation of written and audio-visual content – relating to executive training activities – for external communication targeting the stakeholders of the assigned unit(s).

Policy/Strategy Making

- Providing assistance to the Training officer of the assigned unit(s) in the definition and implementation of the executive training strategy;
- Contributing to improvements of existing workflows in the executive education sector.

Level of autonomy and accountability

- Possessing some level of autonomy in the implementation of assigned tasks, being responsible for own work;
- Reporting to the Team leader Executive education at the Schuman Centre, the daily supervision is executed by the Training officer of the assigned unit(s).

Finance and procurement responsibility

- Supporting other administrative staff of the unit with the financial and procurement processes linked to the executive training activities.

Role in administrative processes

- Acting as the reference person for questions related to the executive training activities of the assigned Schuman unit(s);
- Liaising with the administrative staff and providing support for procedures related to the implementation of executive training activities;
- Assisting in the facilitation of online executive training courses (live classes, online debates, webinars) and residential trainings;
- Maintaining the knowledge management for executive training activities, i.e. databases of partner institutions, participants, trainers, materials;
- Assisting in the production of high-quality (online) content and course material and in editing, updating and modifying existing executive training courses to provide updated materials and ensure links within the website are accurate and accessible;
- Applying data protection policy in each administrative process and complying with the EUI rules.

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 of LMS and CMS
- Interpersonal and communications skills
- Willingness to learn
- Stakeholders orientation

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 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](#).

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: Monday 1 July 2024 at 23:59 CEST

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

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.

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.

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. ⁴

2.2. Professional experience⁵

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 Languages⁶

- 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

⁴ If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower level diploma(s). Example: If you have a Bachelor's degree from a university outside the EU, and a Master's degree from an EU university, you don't need NARIC recognition for the Bachelor's degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

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.

1. Proven experience of at least one year in planning and delivering training initiatives;
2. Good organisational and communication skills, including the ability to use effectively a wide range of communication tools, evidenced by previous experience;
3. Excellent knowledge of English (CEFR level: C1 or above).

Advantageous

4. Proven ability to work with LMS platforms (e.g. BrightSpace);
5. Proven experience as part of a 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 4.