VACANCY NOTICE V/AD/RSC/78/2024

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[1] for the posts of

WEB DEVELOPERS
in the Robert Schuman Centre for Advanced Studies and other units of the EUI
(Contract agent posts, type 3a, FGIII[2])

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

Web Developers for its Robert Schuman Centre of Advanced Studies (RSCAS).

Web Developers support the implementation and management of digital products with a special focus on the configuration and maintenance of digital applications used by the RSCAS, in close contact with the EUI's academic community to ensure the successful translation of academic needs into practical web implementation and the dissemination of the output of our research.

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)** 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

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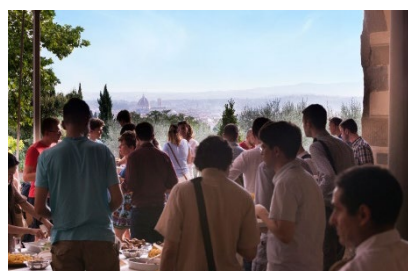
[1] The reserve list may be used to fill similar vacant future positions in other units of the European University Institute. Cf. President's decision No 15/2021of 27 April 2021 laying down a procedure for the use of reserve lists.

[2] Cf. Annex II

Our Unit

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, policymakers, 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 **Web Developers** to support the implementation and management of digital products with a special focus on the configuration and maintenance of digital applications used by the RSCAS, in accordance with EUI protocols and rules. The Web Developer is supervised by the RSCAS Executive Coordinator and the Webmaster and may be embedded in one of the academic units of the Centre. The members of the RSCAS Web/Digital Team also collaborate very closely with the Library and Information Technology Services (LITS) of the EUI.

The main duties may include the following:

Level of Expertise

- Acting as subject matter specialist with proven experience in server and client-side programming languages and frameworks, keeping abreast of best practices for further development, testing, implementation, and improvement of digital applications and platforms, and dataset management of the Schuman Centre in compliance with the EUI standards for accessibility and security;
- Acting as subject matter specialist for implementing the guidelines of the EUI digital communication policy;
- Drafting regular and concise documentation and providing guidance for technical components.

Representation/Communication

- Representing the RSCAS internally, and where appropriate the RSCAS and the EUI externally, on web-related matters;
- Conducting negotiations with external stakeholders;
- Internally coordinating and systematically liaising with the LITS;
- Discussing the development of new digital products and projects with users inside and outside the RSCAS, with a user-oriented approach and a strong commitment to team-working;

- Providing coaching and training sessions on digital-related matters to academic and administrative staff at the RSCAS;
- Providing insights and best practices for the use of digital communication tools where needed.

Policy/Strategy Making

- Regularly providing insights, statistics, and data allowing the management of the RSCAS to draft strategic documents (project reports, annual reports, self-assessments of the RSCAS, etc.) as regards digital services;
- Contributing to internal working groups aimed at further developing the workflows, strategy, and objectives of the RSCAS and of the Institute;
- Drafting user-friendly documentation and guidance for digital applications on a regular basis.

Level of autonomy and accountability

- Reporting to the RSCAS Executive Coordinator and the Webmaster; working in close collaboration with the LITS;
- High level of autonomy, accountable for own work.

Finance and procurement responsibility

- Providing advice and support for the procurement of digital-related services;
- Requesting commitments.

Budget management

- Preparing budget estimates and supporting the Webmaster in planning the annual expenditure for the RSCAS Web Communications tools.

Role in administrative processes

- Contributing to the technical development and maintenance of the RSCAS websites;
- Liaising with the administrative staff at the RSCAS and providing support for procedures related to digital-related services;
- Contributing to the improvement of the RSCAS administrative workflows and processes through web-related services;
- Applying data protection policy in each administrative process and complying with the EUI rules, including those on cyber security;
- Contributing to the development of the digital services of the Institute, following mutual agreement between the RSCAS and the LITS.

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:

- Working with others
- Stakeholders orientation and communication skills
- Problem solving
- Change management
- Creativity and innovation
- Technological awareness
- Knowledge – IT (ref. Selection criteria)
- Knowledge – Organisational

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.

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 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.**

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, 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]

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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] 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.

2.2. Professional experience[5]

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[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

1. Proven excellent knowledge of programming languages and frameworks such as PHP, C#, Javascript, React or Vue, gained through professional experience or training;
2. Proven very good knowledge of IT architectural patterns such as MVC and related frameworks (e.g. Laravel and Symfony);
3. Proven hands-on experience with application optimization, coding best practices and performance tuning techniques (e.g. CDN and caching);
4. Proven experience in designing and consuming RESTful APIs;
5. Familiarity with most common cloud services (e.g. AWS, Azure);
6. Excellent knowledge of English, both spoken and written (CEFR level C1 or above).

Advantageous

7. Proven very good knowledge of CMS (Content Management Systems), such as WordPress or .NET-based products like Contensis, gained through professional experience or training;
8. Proven knowledge of Cyber Security best practices for digital communications tools, gained through professional experience or training;
9. Deep understanding of user-oriented digital solutions and experience with Lean or Agile methodologies;
10. Proven experience in the field of database administration.

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.

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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.