

Florence, 2/11/2011

**VACANCY NOTICE IUE/6/2011**  
**coupled with a notice for an**  
**OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS**

**Nature of post: 1 temporary post - grade AST3 – Archivist/ Records Manager**

**Unit to which post is attached:** Historical Archives of the European Union

**Duration of contract:** four years, renewable initially for a fixed period of up to two years. Any further renewal will be for an indefinite period.

**Description of duties:** The staff member, under the supervision of the Director of the Historical Archives, will be in charge of receiving, arranging, describing, indexing and publishing on the web European institutional archives, and will perform reference service at the Archives desk. In addition to these duties the employee will be required to manage the records management system of the EUI (RAME), including the following tasks:

- Drawing up or updating, for each administrative unit and academic department, a classification scheme, retention schedule and management tools for current and intermediate archives; providing archiving support to other EUI units;
- Selecting, filing and describing the current and intermediate EUI archives, in both electronic and paper format;
- Developing and monitoring the evaluation and preservation protocols for ensuring that historically valuable documentation will continue to be available in the long term;
- Identifying and selecting which data in existing EUI recordkeeping systems need to be converted to EDMS (Electronic Document Management System).
- Providing support to IT specialists
  - \* in preparing a comprehensive digital and recordkeeping strategic plan for ensuring the long-term viability, security and accessibility of the EUI's digital information in compliance with RAME procedures and internationally-recognized archival principles;
  - \* in assessing and monitoring an EDMS.

**A. Eligibility criteria**

- Being a national of the European Union, or a national of third countries having acquired the status of long term resident on the basis of the EU Directive 2003/109/EC;
- Post-secondary education attested by a diploma, or secondary education attested by a diploma and appropriate professional experience of at least three years;
- Good knowledge of two languages of the European Union.

**B. Selection criteria**

Essential:

- Knowledge of records management, attested by a diploma, or equivalent professional experience;
- Experience in the use and implementation of Electronic Document Management Systems (Documentum, LiveLink, SharePoint, Alfresco, etc.);
- Knowledge of international standards for archival description (ISAD and ISAAR);
- Good knowledge of English;
- Ability to work as part of a multinational team in an international environment.

Desirable:

- Work experience in a university or research environment;
- Knowledge of additional languages of the European Union, particularly French.

**Selection process:**

Candidates shortlisted by the Selection Board will be invited for

- a language test
- a computing test
- an interview, enabling assessment of the candidate's ability to carry out the tasks of the posts and to work in an international academic institution

**Assessment on the basis of qualifications and marking of tests:**

Marking: 0 to 20 for the assessment on the basis of qualifications;

Marking: 0 to 20 for the language test;

Marking: 0 to 20 for the computing test;

Marking: 0 to 40 for the interview by the Selection Board.

**The net monthly salary:**

The net monthly salary after taxes is approx. Euro 2,900. In addition, when conditions as laid down by the Statutes are applicable, there are family allowances - household allowance, dependent child allowance, education allowance – and expatriation allowance (approx. 16% of salary).

**The European University Institute** is an academic institution set up in 1972 by the Member States of the European Union charged with research and postgraduate training in Law, Economics, History and Civilisation and Political and Social Sciences with special reference to Europe. The Institute is not an EU Institution, but an intergovernmental organization, funded directly by signatory states, partly by the European Commission and to some extent through external funding (<http://www.eui.eu>).

The European University Institute is an equal opportunity employer.

Applications must be submitted electronically using the IUE/6/2011 **online application form**. Applications received by e-mail, fax or post will not be considered.

The name of the appointed candidate and, if applicable, of candidates included in the reserve list will be published on the EUI Web site. By submitting their application, candidates acknowledge and give their explicit consent to this procedure, according to the Data protection regulation in force at the EUI (President's Decision n. 32 of 27 November 2008).

Contacts: E-mail: [applyjob@eui.eu](mailto:applyjob@eui.eu)

DEADLINE **FOR RECEIPT** OF APPLICATIONS: **05/12/2011**

(signed)  
Pasquale FERRARA