

**VACANCY NOTICE IUE/1/2012**  
**coupled with a notice for an**  
**OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS**

**Nature of post:** 1 temporary post - Director of the Historical Archives of the European Union - grade AD9 or AD10 on the basis of the profile and professional experience of the successful candidate.

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

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

**Profile:** The selected candidate should have outstanding qualifications in archival science and/or records management. He/she should have good organisational skills and experience, the ability to communicate with European and international organisations and a strong knowledge of the European Integration process.

**Main responsibilities:**

The selected candidate will

- manage the Historical Archives of the European Union;
- lead a team of Archivists;
- assist and advise the EUI on all aspects of the management of the Historical Archives of the European Union and in its relationships with the depositing European Institutions;
- manage relations with researchers or any external entity requesting archival information.

**A. Eligibility criteria**

- Being a national of a Member State of the European Union, or a national of a third country, having acquired the status of long-term resident on the basis of the EU Directive 2003/109/EC;
- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more; or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
- Good knowledge of two languages of the European Union.

**B. Selection criteria**

Essential:

- Long-standing professional experience (at least 5 years) in managing teams within an archive or a records management department in a public or private organisation;
- Experience in supervising projects in the fields of transfer, acquisition, preservation, description, access and publication of historical documents, in paper, digital and electronic environments;
- Thorough understanding of the European Union institutional structure;
- Excellent knowledge of international archival standards: e.g. ISAD(G), ISAAR/CPF, EAD, MoReq 2010;
- Excellent verbal and written communication skills;
- Administrative management skills: preparation of budget estimates, preparation of complex documents (mission and activity reports, procurement specifications, etc.);
- Ability to coordinate the production and updating of filing plans, inventories and other archiving tools;

- Excellent knowledge of English, both spoken and written, and good knowledge of another EU language;
- Excellent knowledge of the history of European Integration.

Desirable:

- Proven leadership skills; ability to manage and motivate a multinational and multidisciplinary team;
- Proven ability to negotiate with institutional or private depositors;
- Work experience in the area of digitisation of archives;
- Ability to work under pressure and to set priorities;
- Experience in monitoring Electronic Records Management Systems (e.g. Documentum, Livelink, SharePoint, Alfresco, etc.);
- Knowledge of additional languages of the European Union, preferably French or Italian.

**Selection process:**

A limited number of candidates, shortlisted by the Selection Board on the basis of the above-mentioned essential and desirable selection criteria, will be invited for

- a language test;
- a written test, aimed at evaluating the candidate's knowledge and skills relevant to the post;
- an interview, enabling assessment of the candidate's ability to carry out the tasks of the post 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 written test;

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

**The net monthly salary:**

The net monthly salary after taxes ranges between approx. Euro 5,770 and Euro 6,380 depending on the profile and professional experience of the selected candidate. 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 organisation, 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/1/2012 online application form**. Applications received by e-mail, fax or post will not be considered.

The name of the selected 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: **03/05/2012**

(signed)  
José BORRELL FONTELLES