

VACANCY NOTICE IUE/2/2012
coupled with a notice for an
OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS

Introduction: The mission of the Real Estate and Facilities Service is to plan, develop, operate and maintain the EUI campus and provide the foundation for its growth and success. The Service develops, plans and responds to ordinary requests from the internal stakeholders for the optimal allocation of spaces available, working regularly with the top management and the Departments, Centres and Services. The Service also operates and manages all facilities, infrastructure and related support services across the EUI. It includes, among other functions, real estate, housing, facilities operations & management, campus security and safety, environmental services. Information about the EUI campus is available on the EUI website at <http://www.eui.eu/ServicesAndAdmin/PatrimonialService/EUICampus/Index.aspx>

Nature of post: 1 temporary post - Building Expert (Planning and Management) - grade AD5 or AD6 on the basis of the profile and professional experience of the successful candidate.

Unit to which post is attached: Real Estate and Facilities Service

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:

Reporting to the Director of the Real Estate and Facilities Service, the successful candidate will be in charge of:

- Planning the EUI infrastructural development;
- Managing existing infrastructures - ordinary and extraordinary maintenance;
- Promoting and implementing projects related to the management of all infrastructures at the EUI, including databases of the buildings;
- Overseeing all projects for the construction and alteration of EUI facilities, infrastructure and real property;
- Working in coordination with the relevant local technical and administrative Authorities;
- Developing and implementing design and construction standards;
- Ensuring projects are executed at appropriate levels of quality and are consistent with the EUI's sustainability plan;
- Managing and coordinating the allocation of space available according to the actual needs of the EUI activities;
- Managing the process designed to reduce future operating costs;
- Ensuring effective and appropriate communication and customer care within the EUI community in the field of infrastructural planning and management.

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:

- Degree in Planning, Architecture, Engineering, Construction Management, or a related field;
- At least three years' experience in real estate planning and project management;
- Excellent verbal and written communication skills;

- Excellent knowledge of Italian, both spoken and written, and good knowledge of another EU language;
- Good working knowledge of office automation software and, in particular, ability to effectively use specific technical programmes for buildings management;
- Ability to work as part of a multinational team in an international environment.

Desirable:

- Registered Architect or Professional Engineer and Master's degree in Architecture, Engineering or Business Administration;
- Strong planning, management and organisational experience;
- Experience in overseeing planning, design and construction projects, and knowledge of the design and construction industry and standard practices;
- Work experience in a university or research environment;
- Knowledge of administrative procedures, rules and regulations related to the management of public buildings in Italy and ability to interact effectively with relevant Authorities;
- Knowledge of additional languages of the European Union, preferably English and French.

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 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 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 3,630 and Euro 4,060, 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/2/2012 [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

DEADLINE **FOR RECEIPT** OF APPLICATIONS: **23/04/2012**

(signed)
Pasquale FERRARA