

**VACANCY NOTICE IUE/3/2012**  
**coupled with a notice for an**  
**OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS**

**Introduction:** the EUI is facing the accounting software migration from an Oracle/Powerbuilder system (SUCRE) to an Oracle/SAP3 system (SOS-II). Both systems are custom developed by a consortium of European Institutions led by the Council of Ministers.

The EUI's accounting has been enhanced by additional budget control tools which will be integrated into SOS-II, and some local accounting systems will remain in place, so that the integration links with SOS-II will have to be rebuilt.

Besides the major migration effort on the part of the Information and Communication Technology Service (ICT), the project involves changes in the accounting processes, development of integration procedures, data conversion and personnel training.

The EUI seeks a project leader able to carry out this project including analysis, design, development and coordination with the SOS-II development team at the Council of the EU.

The result of the competition is conditioned upon the final decision to be taken by the EUI High Council to develop and adopt an accrual basis accountancy system.

**Nature of post: 1 temporary post -- Accounting Software Administrator** - grade between AD5 and AD7 on the basis of the profile and professional experience of the selected candidate.

**Unit to which post is attached:** Information and Communication Technology Service

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

**Description of duties:** Under the supervision of the Secretary General and reporting to the Director of the Information and Communication Technology Service, the successful candidate will carry out tasks mostly related to the migration of the current accounting system (SUCRE) to the new SAP-based system (SOS-II) and its management once in production, both developed by the consortium led by the Council of Ministers of the EC. More specifically, he or she will be in charge of:

- Coordination of the migration project with the Council's IT service responsible for SOS-II;
- Analysis of the data migration from SUCRE;
- Study of the EUI-specific accounting features and coordination / co-development if necessary of SAP parametrisation solutions;
- Coordination of the complete migration, testing and roll-out plan;
- Preparation of the data integration procedures for batch data transmission from external accounting databases (e.g. library payments);
- Preparation of the procedures to import into EUI local systems data from SOS-II (e.g. suppliers' information, bank accounts, etc.);
- Design and coordination of a test batch of the SOS-II at the EUI, as part of the certification process for adopting SOS-II;
- Design and development of EUI-specific accounting reports, when needed;
- Training of EUI personnel in the usage of the SOS-II software;
- Preparation of EUI-specific technical and procedural documentation;
- Maintenance and supervision of the SOS-II system once in production;
- Development of other administrative IT projects, once the new accounting system is fully operational.

Development and design tasks will have to be carefully coordinated with the development team of the SOS-II consortium, based in Brussels.

## **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; OR relevant professional experience of at least four years;
- Good knowledge of two languages of the European Union.

## **B. Selection criteria**

### Essential:

- Knowledge of the EU accounting procedures and principles;
- Knowledge and proven experience in parametrisation of the SAP modules FM, FT;
- Excellent knowledge and experience in Oracle PL-SQL development;
- Experience in leading complex IT projects;
- Experience with the data analysis and reporting tools that interface with SAP;
- Good verbal and written communication skills;
- Good knowledge of English, both spoken and written, and good knowledge of another EU language;
- Ability to work as part of a multinational and multidisciplinary team in an international environment.

### Desirable:

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

### **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
- 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 30 for the assessment on the basis of qualifications;

Marking: 0 to 20 for the language test;

Marking: 0 to 50 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 4,530, 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).

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The European University Institute is an equal opportunity employer.

Applications must be submitted electronically using the IUE/3/2012 **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](mailto:applyjob@eui.eu)

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

(signed)  
Pasquale FERRARA