

Florence, 17 October 2012

RESERVE LIST IUE/7/2012

**VACANCY NOTICE N°2
following Article 2 of Principal's Decision N°14/2012
laying down a procedure for the use of reserve lists**

Nature of post: 1 contract post – FGII – Secretary/Administrative assistant

Unit to which post is attached: Personnel Service

Duration of contract: three years, with possibility of renewal.

Description of duties: the contract staff member will be in charge, under the supervision of permanent or temporary staff, of secretarial tasks, office management and other equivalent tasks.

Procedure: the Head of the recruiting unit, in consultation with other interested parties, if necessary, and with a representative of the Personnel Service, shall select one or more candidates placed on the reserve list IUE/7/2012 and invite them for an interview¹ to assess their suitability for that specific post. A member of the Staff Committee of the Institute shall also take part in the interview.

(signed)
Marise Cremona

¹ Candidates will be interviewed by phone or in person.