



Florence, 22/02/2013

**OPEN COMPETITION IUE/1/2013
ON THE BASIS OF QUALIFICATIONS AND TESTS
aimed at setting up a reserve list in order to fill future vacant posts within the
European University Institute**

POSITION TITLE	Financial Officer
GRADE	FGII
UNIT TO WHICH THE POST IS ATTACHED	ACADEMIC AND/OR ADMINISTRATIVE UNITS
TYPE OF CONTRACT	Contract Agent Post
PLACE OF EMPLOYMENT	FLORENCE, ITALY
CLOSING DATE FOR APPLICATIONS	25/03/2013

The EUI is organising a selection procedure aimed at setting up a reserve list of maximum 15 candidates in order to fill future vacant posts of Financial Officer attached to **Academic and/or Administrative units**.

Duration of the contract: three years, renewable initially for a fixed period of up to three years. Any further renewal will be for an indefinite period. In addition, a member of the contract staff may take part in internal competitions for temporary or permanent posts after two years of service.

The online application period will end on **25/03/2013** at **24:00** Florence time (CET).

1. THE ORGANISATION

The [European University Institute](#) (EUI) 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.

2. PROFILE (JOB DESCRIPTION- RESPONSIBILITIES)

Description of duties:

Main tasks:

The contract staff member will be in charge, under the supervision of permanent or temporary staff, of general clerical assistance, financial management, office management and other equivalent tasks.

In particular, duties will include: preparation and follow-up of financial documents, including budgetary commitments, payment orders, budget transfers, through specific software; calculation of reimbursement of costs (e.g. travel costs); ensuring conformity with regulations, internal procedures and sound financial management; monitoring and providing updates of data on overviews of the use of budget lines, commitments, payments; providing general administrative support, including document archiving, drafting and formatting of financial documents (such as contracts, debit notes, payment requests, etc.).

3. ELIGIBILITY CRITERIA

On the closing date for online applications, candidates must fulfil all the following general and specific conditions:

3.1 General conditions

- 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;
- Enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws on military service;
- Be physically fit to perform the duties;
- Be able to provide a recent extract from judicial records and/or certificate of good conduct proving no previous conviction for a criminal or administrative offence that could call into question his/her suitability for performing the duties of the post.

3.2 Specific conditions

Education & Professional Experience

- Post-secondary education attested by a diploma or secondary education attested by a diploma and appropriate professional experience of at least three years;

Language skills

- Main language: have a thorough knowledge of one official language of the European Union and
- Second language: a good knowledge of another official language of the European Union

4. SELECTION CRITERIA

Essential:

- Good knowledge of English;
- Financial management skills, attested by a diploma, or equivalent professional experience;
- Good working knowledge of office automation software;
- Ability to work as part of a multinational team in an international environment.

Desirable:

- Professional experience in the area of financial management and/or research administration and/or book-keeping;
- Work experience in a university or research environment;
- Understanding of the European Union institutions and knowledge of the European Union financial regulations and related implementing rules;
- Professional experience in the field of EU finances (grants, procurement, contract management and accounting);
- Familiarity with financial management software;
- Knowledge of additional EU languages.
- Experience in internal auditing will be an asset.

5. SELECTION PROCESS

A limited number of candidates (no more than 30), shortlisted by the Selection Board on the basis of the above-mentioned eligibility criteria as well as of essential and desirable selection criteria, will be invited for:

- a language test;
- a written test, aimed at evaluating the candidate's skills and knowledge relevant to the post;
- a computing test;
- an interview conducted principally in English, enabling assessment of the candidate's ability to carry out the tasks of the post and to work in an international academic institution. Native English speakers will be tested for their second language skills.

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 10 for the language test;

Marking: 0 to 20 for the written test;

Marking: 0 to 10 for the computing test;

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

After the interview, the Selection Board will draw up a list of a maximum of 15 eligible candidates with the highest aggregate marks for the written and oral tests and shall forward it to the Appointing Authority, together with a reasoned report including any comments the members of the Selection Board may wish to make. The final decision on the reserve list of successful candidates lies with the Appointing Authority.

Important Information for Candidates:

Candidates are reminded that the work of the Selection Board is confidential. They are therefore requested not to make direct or indirect contact with the members of the Board.

6. CONDITIONS OF EMPLOYMENT

Type of contract:

The successful candidate chosen from the reserve list will be appointed by the Appointing Authority as a contract agent at grade GFII05, pursuant to Title IV of the Conditions of Employment of Other Servants of the EUI, for an initial period of three years, with the possibility to be renewed for a fixed period of up to three years. Any further renewal will be for an indefinite period.

The successful candidate will be asked to serve a probationary period of nine months.

The place of employment is Florence, where the EUI is located.

Remuneration:

The net monthly salary after taxes, is approx. euro **2,000**. In addition to the salary, staff members may be entitled to various allowances, in particular a household allowance, expatriation allowance (16% of basic salary and household allowance), dependent child allowance and education allowance. The EUI has its own social security and pension scheme. Under certain circumstances, in particular where the jobholder is obliged to change his/her place of residence in order to take up

employment, the EUI may also reimburse various expenses incurred on recruitment, notably removal expenses.

7. EQUAL OPPORTUNITIES

The European University Institute is an equal opportunity employer in accordance with Article 1d of its Staff Regulations. It accepts applications without discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

8. APPLICATION PROCEDURE

Applications must be submitted electronically using the IUE/1/2013 online application form available at

https://euijobs.eui.eu/online_form/cfm/index.cfm?lang=en&postreference=IUE/1/2013

at the latest by 25/03/2013 at 24.00 (please see also the specific guidelines under section 19 “Important information” of the application form).

Only complete applications will be accepted and considered. Applications received by e-mail, fax or post will not be considered.

A large number of applications may be received, therefore in order to avoid any technical constraints, we advise you to submit your application well ahead of the deadline.

Candidates will be excluded if they:

- do not complete the registration by the deadline
- do not send a complete application
- do not meet all the eligibility criteria
- do not provide all the required supporting documents at any stage of the procedure where these are requested.

If at any stage of the procedure, it is established that any of the information provided in the application has been knowingly falsified, the candidate will be disqualified from the selection process.

The names of the candidates included in the reserve list will be published on the EUI Web site:

<http://www.eui.eu/About/JobOpportunities/AdministrativePosts.aspx>.

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).

Candidates on the reserve list are not guaranteed recruitment.

The validity of the reserve list is twelve months from the date of publication on the EUI website. The EUI reserves the right to extend the validity of the reserve list one or several times and will communicate any such extension by publishing it on the website.

Whenever a vacancy occurs the EUI will publish it on the EUI website and will select a short-list of candidates to interview for that particular job. Candidates will be contacted by email or by registered letter with confirmation of receipt.

Contacts: applyjobs@eui.eu

9. COMPLAINTS AND APPEALS

If at any stage of the selection procedure, the candidate considers that his/her interests have been prejudiced by a particular decision, he/she can take the following action:

- Submit a Formal Complaint to the Principal under Article 1(2) of the Common Provisions for the Teaching and Administrative Staff at the following address:

The Principal
European University Institute
Badia Fiesolana
Via dei Roccettini 9
I-50014 San Domenico di Fiesole

The complaint should clearly quote:

- “complaint under Article 1(2) of Common Provisions for the Teaching Staff and Administrative Staff”
- the candidate/application number
- the reference of the selection procedure,
- the stage of the selection procedure to which it refers.

More information on the complaint procedure and on further means of appeal under the EUI’s judicial review framework available at:

<http://www.eui.eu/ServicesAndAdmin/PersonnelService/RulesRegulations/ComplaintsAppeals.aspx>