

Florence, 29 January 2018

**RESERVE LIST IUE/9/2017**

**VACANCY NOTICE N°9  
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 – Assistant in the secretarial field**

**Unit to which post is attached: Human Resources Service**

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

**Description of duties:** under the supervision of permanent or temporary staff, the contract staff member will be in charge of clerical assistance and secretarial support tasks.

**Procedure:** the Head of the recruiting unit, in consultation with other interested parties, if necessary, and with a representative of the Human Resources Service, shall select one or more candidates placed on the reserve list IUE/9/2017 and invite them for an interview<sup>1</sup> to assess their suitability for that specific post. A member of the Staff Committee of the Institute shall also take part in the interview.

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<sup>1</sup> Candidates will be interviewed by phone or in person.