

VACANCY NOTICE V/AD/RSC/6/2020

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list of
WEB DEVELOPERS
(Contract agent posts, type 3a, FG III 08¹)
Within The Robert Schuman Centre for Advanced Studies

Who We Are

The **European University Institute (EUI)** at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **doctoral and post-doctoral studies**, and **advanced research**;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

More on our Institution: <https://www.eui.eu/About>



Our Unit



The **Robert Schuman Centre for Advanced Studies** (RSCAS) is an inter-disciplinary research centre at the heart of the European University Institute (EUI). It was established in 1992 to complement the four EUI disciplinary departments (Economics, History and Civilization, Law, Political and Social Sciences) with the vocation of being involved in both basic and policy research, collaborating with other centres of excellence in Europe, providing opportunities for young scholars and promoting dialogue with the world of practice. The goal of the Centre is to maintain an environment and support structure that fosters intellectual curiosity and excellent research. The research agenda of the Centre is currently guided by three major themes: Integration, Governance and Democracy; Regulating Markets and Governing Money; and 21st Century World Politics and Europe.

The **Schuman Centre Web Unit** is responsible for managing the web services of the Centre, such as the main Schuman Centre website provided by the EUI corporate CMS, the project and programme websites and the web applications for academic staff and administrative staff. The focus of the Schuman Centre Web Unit is to assist both the academic and administrative staff, to facilitate the daily workflows of the Schuman Centre, to collaborate with the EUI ICT

¹ cf. Annex II

and the Communication Services, and to provide assistance on multiple tasks and to create standard websites for research dissemination purposes.

Your Key Responsibilities

The Schuman Centre Web Unit is looking for a Web Developer who combines programming skills needed for both the development and maintenance of websites and web applications and the provision of up to date solutions with the technical expertise required for a web developer. In addition, the Web Developer has a good knowledge of graphic web design, database management and web server administration. He/she has an understanding of the needs of an international academic research environment.

Under the supervision of the Schuman Centre webmaster, the web developer will assist in the management and coordination of the web services with a special focus on the development and maintenance of the software and hardware managed by the Schuman Centre Web Unit, in accordance with EUI protocols and rules. The main duties may include the following:

Level of Expertise:

- Being a subject matter specialist for the further development, testing, implementation and improvement of web-based applications and platforms, in compliance with the EUI standards for accessibility and security;
- Being a subject matter specialist for implementing the guidelines of the EUI communication policy;
- Being highly skilled in bug-fixing, code revision and problem solving;
- Drafting regular and concise documentation and guidance for technical components.

Policy/ Strategy Making:

- Contributing to the technical development and maintenance of the Schuman Centre web sites;
- Regularly providing insights, statistics and data allowing the management of the Schuman Centre to draft strategic documents (project reports, annual reports, self-assessments of the Schuman Centre, etc.) as far as web services are concerned;
Contributing to internal working groups aimed at further developing the workflows, strategy, and objectives of the Schuman Centre and of the Institute.

Representation/communication:

- Representing the Schuman Centre internally, and where appropriate the Schuman Centre and the EUI externally, on web related matters;
- Internally coordinating and systematically liaising with the web unit of the EUI Communication Service and the Information and Communication Technology (ICT) Service;
- Discussing the development of new web services with users inside and outside the Schuman Centre;
- Providing insights and best practices for the use of communication tools where needed.

Level of autonomy and accountability:

- Conducting training on technical and other special projects, as necessary;
- High level of autonomy;

- Reporting to the Schuman Centre Webmaster and to the Schuman Centre Academic Administrator.

Role in administrative processes:

- Liaising with the administrative staff and provide support for procedures related to web-related services;
- Contributing to the improvement of the Schuman Centre administrative workflow and processes through web-related services.

People management:

- Overseeing the work of web project assistants;
- Providing coaching and training sessions on web-related matters to academic and administrative staff.

Finance and procurement:

- Providing advice and support for the procurement of web-related services;
- Requesting commitments.



Your Key Competencies

All staff at the EUI share the following competencies:

- Ethics and integrity
- Working in a multicultural environment
- Accountability
- Delivering quality and results



Competencies specific to the unit include the following:

- Problem solving
- Working with others
- Project & Task management
- Creativity & Innovation
- Knowledge processes & procedures

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on doctoral and post-doctoral studies;
- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills trainings;
- Access to all EUI facilities: library, crèche, cafeteria, gym, participation in seminars and workshops;
- Competitive salary package including health and pension plan;
- A healthy work-life balance in a family-friendly environment.



How To Apply

Applications must be submitted electronically using the V/AD/RSC/6/2020 online application form available at

<https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: ~~15/04/2020~~ 15/05/2020 at 24:00 CET

Before completing the online application form you are invited to read [ANNEXES I & II](#) that represent an integral part of this vacancy notice.

Annex I – Eligibility and Selection Criteria

ELIGIBILITY CRITERIA

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

1. General conditions

- Being a national of a Member State of the European Union;
- Enjoying full rights as a citizen attested by 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;
- Having fulfilled any obligations imposed by the laws on military service;
- Being physically fit to perform the duties.

2. Specific conditions

2.1 Education (Qualifications)

- A level of post-secondary education attested by a diploma, or
- a level of secondary education attested by a diploma giving access to higher education, and appropriate professional experience of at least three years. This professional experience will be considered part of the educational qualification and will not be taken into account in the required numbers of professional experience under 2.2.2.

2.2. Professional experience²

By the deadline for applications, and in addition to the qualifications required above, you must have at least **three years** of relevant professional experience gained after obtaining the diploma required under 2.1.

² Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to this post. Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Completed and remunerated PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

2.3 Knowledge of Languages³

- Main language: have a thorough knowledge of one official language of the European Union; and
- Second language: a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

SELECTION CRITERIA

Essential

- Excellent knowledge of CMS (Content Management Systems), such as WordPress or Contensis, and API (application program interface) common practices, as well as good knowledge of CMS architecture and best practices (e.g. version control systems like Git);
- Excellent knowledge of one or more programming languages for the web (e.g. PHP, Javascript, etc.), data integration models based on REST API frameworks, web design standards (W3C) and advanced experience of mark-up language (HTML 5) and style sheets language (CSS 3);
- Good knowledge of database administration (e.g. Microsoft SQL Server, MySQL);
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

- Experience with Google Webmasters and Analytics tools for websites administration and optimization;
- Proven experience in maintaining and enhancing websites content and design elements, to improve overall functionality, usability, accessibility, and user experience;
- Work experience in an academic institution and/or in an international environment, OR:
Very good communication skills and ability to work as part of a multinational and multidisciplinary team.

³ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.