

VACANCY NOTICE V/AD/ICT/1/2022

The **European University Institute (EUI)**, based in **Florence, Italy** is organising a selection procedure based on qualifications and tests to draw up a reserve list¹ for the post of

WEB DEVELOPER

(Contract agent post, type 3a, FG III 08²)

Within the Information and Communication Technology Service

Who We Are

The [European University Institute \(EUI\)](https://www.eui.eu) at a glance:

- **an international organisation** set up in 1972;
- a research university focusing exclusively on **post-graduate, 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 mission of the [Information and Communication Technology Service](#) (ICT Service) is to provide Information Technology (IT) resources for the work and activities of the EUI. It is committed to delivering quality customer service and technical solutions in the academic and administrative environment of the EUI community.

To achieve its mission the ICT Service provides IT services and support to ensure that all EUI users have access to information via a system which is reliable, fast, campus-wide and fully integrated with the external information world; ensures that EUI staff and researchers are able to maximize their use of the available technology; and develops and implements a planning process to identify the IT resources required (hardware, software, staff, services) in accomplishing the goals of the EUI.

The **Web Unit** manages the Institute's web communications strategy and coordinates the EUI Web Working Group. The Unit is responsible for the digital content strategy at the EUI, to ensure that all the various needs and priorities are efficiently merged into a modern, safe, fast and fully functional online presence, oriented towards the main EUI goals set by the President and the EUI senior management.

¹ The reserve list may be used to fill similar vacant future positions in other units of the European University Institute. Cf. [President's decision No 15/2021 of 27 April 2021 laying down a procedure for the use of reserve lists](#).

² cf. Annex II

The [School of Transnational Governance](#) (STG) trains tomorrow's leaders on the concepts, methods and practices of governance beyond the state. It offers policy leader fellowships, executive training and high-level policy dialogues on issues concerning governance beyond the state. The School launched a new Master's programme in transnational governance in 2020.

Your Key Responsibilities

Under the supervision of the Web Communication Manager, the Web Developer will support the School of Transnational Governance (STG) on all web-related matters.

The Web Developer will assist the ICT Web Unit in the implementation and management of the web products with a special focus on the configuration and maintenance of digital applications used by the STG, in accordance with EUI protocols and rules.

They will directly collect requests from the STG teams and implement solutions based on centralised systems and/or on new technologies.

The main duties include the following:

Representation/ Communication

- Representing the STG in the decision-making processes at the central ICT level and, where appropriate, the STG and the EUI externally, on web related matters;
- Internally coordinating and systematically liaising with the ICT Web Unit and the Web Working Group;
- Discussing the development of new digital products and projects with users inside and outside the STG;
- Providing coaching and training sessions on digital-related matters to academic and administrative staff at the STG;
- Providing insights and best practices for the use of digital communication tools where needed.

Level of Expertise

- Being a subject matter specialist with regard to Javascript, PHP or .NET, HTML and CSS; keeping abreast of best practices and acting as a subject matter specialist for the further development, testing, implementation and improvement of digital applications;
- Being a subject matter specialist for implementing the guidelines of the EUI web communications strategy;
- Having hands-on experience in bug-fixing, code revision and problem solving.

Policy/ Strategy Making

- Regularly providing insights, statistics and data allowing the management of the STG to draft strategic documents (project reports, annual reports, self-assessments, etc.) as far as digital services are concerned;
- Contributing to internal working groups aimed at further developing the workflows, strategy, and objectives of the STG and of the Institute;
- Drafting user-friendly documentation and guidance for digital applications on a regular basis.

Level of autonomy and accountability

- Reporting directly to the Web Communication Manager, and working in close collaboration with the STG Communications and Marketing teams;
- High level of autonomy, accountable for own work.

Role in administrative processes

- Contributing to the technical development and maintenance of the STG websites;
- Liaising with the administrative staff at the STG and providing support for procedures related to digital-related services;
- Contributing to the improvement of the STG administrative workflows and processes through web-related services;
- Contributing to the development of the digital services of the Institute, ensuring compliance with the EUI data protection policy and regulations, incl. on cyber-security.

Finance and procurement responsibility

- Providing advice and support for the procurement of digital-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** and the **role** include the following:

- Stakeholders orientation
- Problem solving
- Change management
- Creativity and Innovation
- Communication

The competencies mentioned above may be assessed at the written test and/or interview stage.

What We Offer

- A role in an inspiring community of young scholars with an exclusive focus on master, doctoral and post-doctoral studies;
- A truly multicultural community of 1100 academics at all career stages and support staff of approximately 85 different nationalities;
- The commitment to a genuine culture of equality, diversity and inclusion, and to attracting, encouraging and retaining a diverse and highly qualified workforce;



- A world-class research library, the Historical Archives of the European Union, and many other excellent research facilities;
- Language courses and soft skills training opportunities;
- 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.

Read more on [Work and Life of EUI Support Staff](#).

How To Apply

Applications must be submitted electronically using the V/AD/ICT/1/2022 [online application form](#) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: TUESDAY 26 APRIL 2022 at 23:59 CEST

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

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 their 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 duties³.

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. Professional experience⁴

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

2.3 Knowledge of Languages⁵

- 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.

³ As a condition for the engagement, the successful candidate shall be medically examined in order for the EUI to prove that they fulfil the requirement of Article 12(2)(d) of the Conditions of Employment of Other Servants.

⁴ 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 PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once.

⁵ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

SELECTION CRITERIA

Applications that fulfil the above Eligibility Criteria will be assessed against the following requirements:

Essential

- Proven excellent knowledge of CMS (Content Management Systems), such as WordPress or .NET-based products like Contensis, gained through professional experience or training;
- Proven hands-on experience with one or more online digital tools, such as web information systems, performance optimisation tools (e.g. CDN and caching), web analytics (e.g. Google Analytics), and digital services for academics (e.g. research repositories);
- Proven excellent knowledge of programming languages such as PHP, C#, Javascript, React or Angular, gained through professional experience or training;
- Proven experience with RESTful APIs and related tools (e.g. version control systems like Git), or direct experience with web design standards (W3C), mark-up language (HTML 5) and style sheets language (CSS 3);
- Excellent knowledge of English, both spoken and written (CEFR level: C1 or above).

Advantageous

- Proven knowledge of Cyber Security best practices for digital communications tools, gained through professional experience or training;
- Strong attitude to collaboration with a deep understanding of user-oriented digital solutions and experience with Lean or Agile methodologies;
- Proven experience in the field of database administration (e.g. Microsoft SQL Server, MySQL).

Candidates invited to the test and interview phase may also be assessed against the competencies listed under the “**Your key competencies**” section on page 3.