

Annex II – Ref. V/AD/ACC_BFA/1/2023

1. HOW TO SUBMIT YOUR APPLICATION

Applications must be submitted electronically using the V/AD/ACC_BFA/1/2023 [online application form](https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts> at the latest by 03/05/2023 at 23.59 CEST.

Only complete applications submitted online will be accepted and considered. Applications received by e-mail, fax or post will not be considered. In order to avoid any technical constraints, we advise you to submit your application well ahead of the deadline.

Candidates will be disqualified if they:

- do not complete the registration by the deadline;
- **do not meet all the eligibility criteria** on the closing date for online applications;
- 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 found that any of the information given in the application is false or not evidenced by the appropriate supporting documents, the candidate will be disqualified from the competition.

Contact: applyjob@eui.eu

2. SELECTION PROCEDURE

The Selection Board will assess and score each eligible application according to the essential and advantageous selection criteria laid down in this vacancy notice. It is envisaged that the 14 highest-scoring candidates will be invited for an interview and tests. All candidates having a score equal to the 14th highest scoring candidate will be included in the shortlist.

Only shortlisted candidates will be invited for the interview and tests.

Candidates who are not shortlisted will be duly notified by the Human Resources Service, once the decision on the appointed candidate has been taken by the Appointing Authority.

The status of selection procedures can be consulted at <https://www.eui.eu/About/JobOpportunities/Status-of-recruitment-procedures>

Assessment method

Shortlisted candidates will be subject to

- an interview assessing the candidate's skills and knowledge relevant to the post;
- other assessments, including a written test and language tests.

Mother tongue English speakers will be expected to demonstrate their knowledge of a second EU language.

Further information about the testing process will be provided in the invitation letter.

Interview

The interview will be conducted mainly in English (knowledge of other EU languages may also be tested).

Assessment on the basis of qualifications and marking of tests:

- Marking: 0 to 25 for the assessment on the basis of qualifications;
- Marking: 0 to 25 for the written test;
- Marking: 0 to 50 for the interview by the Selection Board.

3. RESERVE LIST

The names of the successful candidates will be included in the reserve list.

Candidates on the reserve list are not guaranteed recruitment.

The reserve list shall be valid **until 31/03/2024**. The EUI reserves the right to extend the validity of the reserve list one or several times. Specific information regarding such extension shall be published on the website.

The list may also be used as a reserve list to fill similar vacant future positions in other units of the European University Institute.

Candidates are reminded that the work of the Selection Board is confidential. It is thus forbidden to make any contact with the members of the Board, either directly or indirectly, at any stage of the selection procedure. Any infringement of this rule will lead to disqualification from the selection procedure.

Candidates should not encourage third parties either to contact the Selection Board on their behalf. Any infringement of this rule may lead to disqualification of the candidate.

4. CONDITIONS OF EMPLOYMENT

Type and duration of contract:

The successful candidate will be appointed by the Appointing Authority as a contract agent of *type 3a* at grade FG III08, 09 or 10, depending on qualifications and length of professional experience, pursuant to Title IV of the Conditions of Employment of Other Servants¹. They will be offered a contract of up to three years, renewable not more than once for a fixed period of up to three years. Any further renewal shall 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 at grade FG III08 is approx. Euro 2,527. 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 selected candidate is obliged to

¹ Cf. [Staff Regulations](#) applicable to Permanent Staff Members and Conditions of Employment of Other Servants of the EUI

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.

The following table provides examples of monthly salaries taking into account some possible scenarios:

Type of contract	Contract agent – FG III 08	Contract agent – FG III 09
Basic salary (net)	Euro 2,527 (after taxes and social security contributions)	Euro 2,859 (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro 3,098 (after taxes and social security contributions)	Euro 3,251 (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro 3,709 (after taxes and social security contributions)	Euro 4,066 (after taxes and social security contributions)

Salaries and allowances are exempt from national taxation in Italy and in the EUI Contracting States, but are subject to a tax (deducted at source) for the benefit of the Institute.

Summary of Conditions of Employment and Benefits

- Annual leave entitlement of 2 days per calendar month plus additional days for distance from place of origin and an average of 17 days of EUI holidays per year;
- Flexible working hours;
- Training and development programme;
- European University Institute’s Pension Scheme;
- EU Joint Sickness Insurance Scheme for staff member and dependent family;
- Accident and occupational disease insurance coverage;
- Expatriation or foreign residence allowance of 16% or 4%, depending on circumstances;
- Household allowance;
- Dependent child allowance;
- Pre-school allowance (for children aged less than 6);
- School allowance (for children up to the age of 26 in educational or vocational training);
- Installation allowance and reimbursement of removal costs, if applicable;
- Other benefits.

5. 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.

6. DATA PROTECTION

The purpose of processing of the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure. The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI ; Privacy Statement for Selection and Recruitment of Temporary and Contract Staff at the EUI](#)). This applies in particular to the confidentiality and security of such data.

7. COMPLAINTS AND APPEALS

If at any stage of the selection procedure, the candidate considers that their interests have been prejudiced by a particular decision, they can take the following action:

- **Request for review**

In assessing candidates' merits, the selection board observes the principle of equal treatment as well as the provisions governing the Competition procedure and the Board's proceedings. If a candidate nevertheless believes that one of these principles has not been applied in their case, they have the right, within **ten calendar days** from when the e-mail informing them of the decision is sent, to send a letter by e-mail stating their case to the e-mail address: applyjob@eui.eu.

- **Appeal procedures**

If, at any stage of the competition, the candidate considers that the Human Resources Service or the Selection Board have acted unfairly or have failed to comply with:

- the rules governing the competition procedure, or
- the provisions of the competition notice,

and that their interests have been prejudiced as a result, the candidate can take the following actions:

1. Submit a **formal complaint** to the President under Article 1(2) of the Common Provisions for the Teaching and Administrative Staff (hereafter, the Common Provisions).

The complaint must be lodged within three months. The time limit starts running from the time the candidate is notified of the act adversely affecting them.

Candidates shall submit an email to the following email address applyjob@eui.eu by clearly indicating in the subject line: "Complaint under Article 1(2) of the Common Provisions of (name of candidate) for the vacancy notice reference number (vacancy notice reference number)". Complaints shall be addressed to the President of the European University Institute, Badia Fiesolana, Via dei Roccettini 9, 50014 San Domenico di Fiesole (FI), Italy.

2. Submit a **judicial appeal** before the Court of Justice of the European Union (CJEU) under Article 2 of the Common Provisions.

Please note that appeals against decisions taken by the EUI will not be admissible before the CJEU unless an administrative complaint under Article 1(2) of the Common Provisions has first been submitted and rejected by an explicit or implicit decision.

Decisions by Selection Boards are not subject to review by the Court unless rules which govern the proceedings of Selection Boards have been infringed or in case of manifest errors in the assessment.

For details on how to submit an appeal, please consult the website of [the CJEU](#).

<p>Please note that appeals concerning an error of assessment relating to the general eligibility criteria are not matters for which the competition's selection board is responsible and shall only be admissible before the Court of Justice of the European Union if an administrative complaint has previously been lodged under Article 1(2) of the Common Provisions.</p>
