

VACANCY NOTICE V/AD/LAW/1/2023

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 for the post of

Administrative Assistant in the Department of Law (Temporary Agent, type 2a, AST 2¹)

The European University Institute (EUI) seeks a dynamic and highly motivated professional for its Law Department.

The Administrative Assistant will administer the 1st year/LLM programme and assist the Departmental Coordinator in the coordination of a wide range of activities and projects.

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 [Department of Law](https://www.eui.eu) is composed of 12 professors, five part-time and three emeritus professors, five administrative staff, approx. 150 PhD and LLM researchers, and around 30 visitors, who normally stay for periods between three and six months. It is committed to the study of law in a comparative and contextual manner, with a special focus on European and international law.

Your Key Responsibilities

¹ cf. Annex II

Working as part of a small and highly committed team, the Administrative Assistant administers researcher matters, providing support to the Director of Graduate Studies and organising the 1st year/LLM programme. In addition, they will advise and assist the Departmental Coordinator with the coordination of the Law department's activities and projects.

The main duties include the following:

Representation/ Communication

- Representing the department inside and outside the EUI, and liaising with internal and external stakeholders;
- Acting as a contact point for researcher matters and for any external queries related to the department, its faculty and research activities;
- Contributing to the strategic planning and implementation of internal and external communication and outreach activities, including disseminating projects on multiple platforms and supporting the issuing of communications to researchers, academic members and fellows;
- Acting as reference person in the organisation, follow-up, and 360° logistic support to high-level academic/research activities (guest lectures, thesis defences, seminars, workshops, conferences, etc.).

Policy/ Strategy Making

- Assisting in the drafting of strategic documents and official reports;
- Contributing to working groups and projects aimed at further developing the workflows, strategy, and objectives of the department.

Level of autonomy and accountability

- Reporting to the departmental coordinator and to the Head of Department;
- Working closely with academic members in the framework of assigned projects and tasks;
- High level of autonomy in the implementation of assigned tasks;
- Accountable for the work of the academic assistants and trainees;
- Acting as back-up to the Departmental Coordinator.



Managing People/ Role in HR processes

- Contributing to the recruitment and development of staff;
- Training, coaching and overseeing the work of new administrative staff members, academic assistants and trainees.

Finance and procurement responsibility

- Supporting financial and procurement processes: adapting templates, preparing invoices for verification, requesting commitments, participating in e-payment workflow; providing the "bon à payer";
- Contributing to the drafting of contracts (with external providers, external collaborators, small research assistant jobs);

- Acting as single point of contact for external debtors and creditors (individuals, companies, institutions, etc.).

Level of Expertise

- Acting as subject matter specialist in respect of researcher matters and administrative processes: know how to perform and operate in an international high-level academic environment.

Budget Management

- Supporting the budgetary and financial operations of the department;
- Managing the researchers' missions budget, as well as specific budgets;
- Contributing to the drafting of annual reports.

Role in administrative processes

- Assisting the Departmental Coordinator in coordinating the departmental activities and daily office management as well as with the preparation and follow-up of the departmental meetings;
- Contributing to the successful implementation of high-level academic/research activities;
- Providing support to faculty and to the Director of Graduate Studies, especially in relation to researcher matters and the 1st year/LLM Programme;
- Coordinating researchers' matters in liaison with the Departmental coordinator, the Director of Graduate Studies and the Academic Service;
- Administering the 1st year/LLM programme in liaison with the Departmental Coordinator and the professor in charge of the 1st year/LLM programme;
- Providing advice and support for the administrative implementation of the doctoral programme;
- Providing organisational support for the recruitment process of academic staff;
- Acting as the reference person for researcher matters and for all the administrative processes for academic staff members, ensuring compliance with administrative and academic rules;
- Contributing to and coordinating initiatives to improve workflows and processes, in collaboration with other academic units and with administrative services;
- Establishing a good understanding of data protection policies and applying this in each administrative process to ensure compliance with EUI rules.

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 needed for the **role** include:

- Initiative/proactivity
- Confidentiality
- Problem solving
- Coaching skills

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

Read more on [EUI Competency Framework](#)

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 administrative 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 [online application form](#) available at <https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts>

CLOSING DATE FOR APPLICATIONS: 28 February 2023 at 23:59 CET

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 duties².

2. Specific conditions

2.1 Education (Qualifications)

- A level of post-secondary education attested by a diploma³, 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 2.3.

2.2. Knowledge of Languages⁴

- 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.

2.3. Professional experience⁵

² 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

³ Only diplomas and certificates that have been awarded in EU Member States, or that are the subject of equivalence certificates issued by authorities in the Member States by the deadline for applications, shall be taken into consideration. If your diploma was issued outside the EU, please indicate in your application that you hold an equivalence certificate; otherwise, your application will be deemed ineligible.

⁴ Recruited candidates shall be required to demonstrate before their first promotion the ability to work in a third EU language.

⁵ 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.

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.

SELECTION CRITERIA

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

*The essential criteria 1, 2 and 3 are mandatory, meaning that candidates who do not meet these essential requirements will not be assessed further and will be excluded from the selection process.

Essential

1. At least three years of professional experience in a similar role, including experience of coordination of tasks and/or projects;
2. Proven experience with researchers' database management (e.g. OSIRIS) and with e-learning platforms (such as Brightspace and other comparable programmes);
3. Excellent oral and written communication skills in English (CEFR Level: C1 or above), including experience in drafting and editing documents and academic texts in English;
4. Thorough knowledge of Microsoft Office (Word, Excel, Power Point and Outlook);
5. Proven web editing skills, gained through professional experience or training;

Advantageous

6. Work experience in an international academic environment;
7. Experience with budget forecasts;
8. Knowledge of additional languages of the European Union;
9. Proven experience of liaising with staff at all levels in an organisation.

Candidates invited to the test and interview phase may also be assessed against the competencies listed under the "Your key competencies" section on pages 3 & 4.