Annex II – Ref. V/AD/LIB/1/2021

1. HOW TO SUBMIT YOUR APPLICATION

Applications must be submitted electronically using the V/AD/LIB/1/2021 online application form available at https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts at the latest by 31/05/2021 at 24.00 CET.

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 7 highest-scoring candidates will be invited for an interview and tests. All candidates having a score equal to the 7th 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, including the competencies listed under the section "Your key competencies" of the vacancy notice;
- other assessments, including a competency test;
- 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 20 for the assessment on the basis of qualifications;
- Marking: 0 to 20 for the competency test;
- Marking: 0 to 10 for the language skills;
- Marking: 0 to 50 for the interview by the Selection Board.

3. RESERVE LIST

The names of the candidates included in the reserve list will be published on the EUI Web site: https://www.eui.eu/About/JobOpportunities/Open-competitions-for-administrative-posts

Names will be listed in alphabetical order.

A successful candidate may explicitly request at the time of the application that his/her name not be published. Any such request must however reach the EUI before the candidate is notified of the outcome of his/her application, and in any case no later than four calendar days after the date of the tests and interview.

Candidates on the reserve list are not guaranteed recruitment.

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

The validity of the reserve list is twelve months from the date of publication on the EUI website. The EUI reserves the right to extend the validity of the reserve list one or several times and will communicate any such extension by publishing it on the website.

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, pursuant to Title IV of the Conditions of Employment of Other Servants[1]. He/she will be offered an initial contract of three years, renewable not more than once for a fixed period of up to three years. The conclusion of the renewal and its duration

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

will depend on the availability of funding for the specific activity. 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 is approx. Euro 2,325. 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 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
Basic salary (net)	Euro 2,325 (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro 2,851 (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro 3,412 (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;
- EUI 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). 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 his/her interests have been prejudiced by a particular decision, he/she 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 his/her case, he/she has the right, within **ten calendar days** from when the e-mail informing him/her of the decision is sent, to send a letter by e-mail stating his/her 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 his or her interests have been prejudiced as a result, the candidate can take the following actions:

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

2. Submit a **judicial appeal** before the Organ of First Instance

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 Organ of First Instance if an administrative complaint has previously been lodged under article 1, paragraph 2 of the EUI Staff Regulations.

More information on the complaint procedure and on further means of appeal under the EUI's judicial review framework available at:

https://www.eui.eu/ServicesAndAdmin/PersonnelService/RulesRegulations/Complaints-and-appeals