

## VACANCY NOTICE V/AD/SPS/10/2021

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

### **Departmental Coordinator (Temporary Agent, type 2b, AST04<sup>1</sup>)**

in the Department of Political and Social Sciences (SPS)

#### Who We Are

The **European University Institute (EUI)** 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 Political and Social Sciences** (SPS) is composed of fourteen professors, two part-time professors, four emeritus professors, five administrative staff members, 150 PhD researchers registered, and 30 visitors. The Department is European and international in character. The SPS Department is one of Europe's leading centres for research on comparative politics, political behaviour and political sociology, the sociology of inequality, analytic sociology, and international relations and security and is European and international in character.



Reporting to the Head of the SPS Department, the Departmental Coordinator is in charge of the coordination and daily management of the Department's activities and projects. He/she is responsible for managing an administrative team of five members and for the overall coordination of the PhD programme at departmental level, including the monitoring of completion and admission processes.

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<sup>1</sup> cf. Annex II

## Your Key Responsibilities

With a high level of autonomy and reporting directly to the Head of Department, the Departmental Coordinator manages and ensures the daily coordination of the SPS Department and the smooth implementation of the academic activities. As the main reference person in the SPS Department, the Coordinator actively contributes to the improvement of existing administrative practices, knowing how to perform in an international academic environment.

### ***Representation/communication:***

- Representing the Department outside and inside the EUI and liaising with external institutions, the outside public and various stakeholders;
- Acting as the main contact point for EUI's central administration; coordinating and collaborating with EUI academic units and administrative services in the organization and improvement of a wide range of administrative workflows;
- Planning and coordinating communication and outreach activities such as promotion of the Department on multiple platforms including web and social media.

### ***Policy/ Strategy Making:***

- Providing data, insights and assistance to the Head of Department for the development and implementation of the Department's strategy, vision, mission and objectives;
- Contributing to internal working groups and projects aimed at further developing the workflows, strategy, and objectives of the Department and of the Institute;
- Assisting the Director of Graduate Studies in the preparation of course programmes, researcher progress reporting, and researchers' requests to the Entrance Board;
- Implementing the regulatory framework of the doctoral programme and updating relevant guidelines for PhD researchers.

### ***Managing People:***

- Managing the administrative team: selecting, supervising, guiding and training; monitoring staff assessment and promotion procedures, workload and working conditions; providing coaching and support; fostering teamwork;
- Participating in selection boards of EUI administrative staff for internal and external competitions;
- Assisting the Head of Department in the procedures of academic recruitment of professors and fellows for the Department.

### ***Finance and procurement:***

- Contributing to the drafting of contracts, participating in the evaluation committee for tender procedures and contributing to financial and procurement processes;
- Acting as delegated Signing Authority on the departmental budget.

### ***Budget management:***

- Monitoring the departmental budget and assisting the Head of Department in its management, preparing forecasts, planning expenditures and participating in planning meetings with the Director of the Budget and Financial Affairs Service;
- Assisting the Head of Department in drafting annual reports and coordinating the Department's contributions to budget and financial reports.



### *Role in administrative processes:*

- Managing and ensuring the daily coordination of the SPS Department;
- Coordinating the PhD programme in liaison with the Head of Department, the Director of Graduate Studies, the Dean of Graduate Studies and the Academic Service;
- Monitoring the PhD researchers' progress in compliance with departmental and Institute requirements, including: course requirements, deadlines, admission to following years of the doctorate, thesis submission and PhD defence, supervisor-supervisee relationship, job market support, wellbeing;
- Coordinating and supporting at the departmental level the recruitment procedure of professors, fellows and doctoral students;
- Coordinating and drafting the academic calendar, the teaching programme, the Researchers' Guide, bilateral exchange agreements.

### Your Key Competencies

All staff at the EUI share the following competencies:

- **Ethics and integrity:** Respects rules and procedures and his/her service is based on the highest professional and personal ethics including professionalism, dedication, loyalty, impartiality and confidentiality.
  - **Accountability:** Accepts full ownership and responsibility for his/her projects and when issues arise. Acknowledges and learns from mistakes without blaming others.
  - **Delivering quality and results:** Is committed to produce quality results in an efficient and effective way; accepts responsibility and achieve goals despite obstacles such as pressures, limited resources or challenging deadlines.
- Working in a multicultural environment:** Understands, communicates and effectively interacts with people across cultures. Embraces diversity and adapts working behaviour in a multicultural environment.



**Competencies specific to the unit and the role** include the following:

- **Analytical and problem-solving skills:** Breaks down a problem, situation or process into its component parts and uses judgement to decide what is essential to come up with a solution.
- **Interpersonal skills:** Establishes and maintains good contacts and relationships both inside and outside the department/Institute to get work done. Uses skills and abilities such as handling conflict, diplomacy and tact, political sensitivity, building and showing trust.
- **Customer orientation:** Understands internal/external stakeholders' needs (e.g. colleagues, external providers, etc.) and provides solutions that strengthen relationships and improve customer satisfaction.
- **Initiative and Proactivity:** Takes initiative to undertake actions to ensure effective performance and deliver results in a timely manner.
- **Resilience:** Demonstrates resilience and stress tolerance by continuing to perform effectively when faced with time pressures, adversity and disappointment staying focused and optimistic and ultimately delivering results.
- **Confidentiality:** Protects information that should not be disclosed with professionalism and discretion.
- **Sound and advanced understanding of processes and procedures in an academic institution.**

## 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 the commitment 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.



## How To Apply

Applications must be submitted electronically using the V/AD/SPS/10/2021 [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>

**CLOSING DATE FOR APPLICATIONS: 22 November 2021 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 experience<sup>2</sup>**

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

## **2.3 Knowledge of Languages<sup>3</sup>**

- 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***

- University degree in a field relevant to this post (social sciences and humanities or related area);
- Proven administrative experience in a similar role in an academic institution;
- At least three years of work experience in a team coordination/management role within academic or research institutions;
- Proven knowledge/experience of rules and regulations in a higher education setting (e.g. Academic Rules and Regulations, staff regulations, financial regulations and data protection regulations);
- Excellent knowledge of English, both oral and written (CEFR level: C1 or above).

### ***Advantageous***

- Work experience in budget management.

In addition to the above criteria, candidates invited to the test and interview phase will also be assessed against the competencies listed under "*Your key competencies*" section on page 3.

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<sup>2</sup> 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.

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