

## VACANCY NOTICE V/AD/ACS/2/2025

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<sup>1</sup> for the post of

**Spanish for Academic Purposes Teacher**  
**Part time (50%)**  
**in the Academic Service, Centre for Academic Literacies and Languages**  
**(Temporary agent post, type 2a, AST04<sup>2</sup>)**

The [European University Institute](https://www.eui.eu) (EUI) seeks an outstanding and highly motivated individual to teach Spanish language and academic literacies to the EUI community

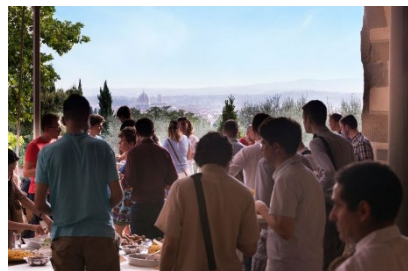
### Who We Are

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 [Academic Service](#) is in charge of providing support, including monitoring and assessment, to the EUI's teaching activities. The Academic Service oversees and supports the application, selection, and admission processes, welcome and induction of master students, early career researchers (i.e. doctoral and postdoctoral fellows), fellows, academic assistants and professors.

The Academic Service collaborates with national and international funding authorities and academic and research institutions worldwide. It follows and administers the progress of all academic programmes at the EUI (Master, Ph.D., postdoctoral) in close collaboration with the EUI Academic Units, the Dean of Graduate Studies, the Provost for Education and Academic Staff Development and the Director of the Max Weber Programme coordinating post-doctoral fellowships. The Service offers a wide range of academic skills and professional development courses and career advice to early career researchers, language

<sup>1</sup> 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](#).

<sup>2</sup> Cf. Annex II

courses, academic literacies, psychological support and wellbeing services, and supports a wide range of extracurricular activities.

The **Centre for Academic Literacies and Languages (CALL)** is part of the Academic Service and offers courses, workshops and services designed for EUI members and their different needs during their stay at the EUI. Its mission is to provide language training in oral and written academic communication skills and to facilitate networking in academic environments. The language centre offers language courses and services in English, French, Italian, German and Spanish provided by professionally trained staff and also relies on a group of freelancers.

### **Your Key Responsibilities**

The EUI is looking for a Spanish language teacher to teach Spanish language and academic literacies to the EUI community, in particular the doctoral and postdoctoral researchers in the Social Sciences and Humanities.

The successful candidate will design and deliver courses, workshops, and services across the EUI community. They will contribute to the CALL's activities and to the development of the CALL strategy. The teacher will collaborate with members of the EUI community, colleagues in the CALL, and in the Academic Service (ACS). Reporting to the Director of the ACS, they will also liaise with Spanish language providers outside the EUI to promote the CALL and the EUI and to develop Spanish for Academic Purposes programming to the benefit of the EUI community. A competent pedagogist with strong digital skills, they will be responsible for the daily Spanish language activities of the CALL.

The main duties may include the following:

#### ***Level of Expertise***

- Acting as a subject-matter expert for Spanish academic literacies and language courses;
- Advising EUI staff and faculty on Spanish language-related issues;
- Acting as a pedagogical specialist, including through digital competence.

#### ***Role in administrative processes***

- Contributing to the annual programme of courses and activities of the CALL, as required;
- Providing Spanish academic literacies and language courses to members of the EUI community;
- Coordinating the CALL's activities for Spanish academic literacies and language, under the supervision of the Director of the Academic Service;
- Playing an active part in the digitalisation of administrative procedures in the CALL.

#### ***Level of autonomy and accountability***

- Working with a high level of autonomy;
- Reporting to the Director of the Academic Service.

#### ***Representation/Communication***

- Representing the CALL internally and externally: presenting the activities of the CALL in the framework of the EUI programmes (PhD, STG, MWP), to external stakeholders, and in conferences;

- Participating in outreach activities: developing networks and creating partnerships with key universities and institutions teaching Spanish both inside and outside the EU.

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

- Assisting in developing and implementing the overall strategy, design, and activities of the CALL, taking account of the EUI's mission as an international teaching and research institution, under the supervision of the Director of the Academic Service;
- Assisting in analysing the Spanish academic literacies and language needs of the EUI community, including those related to networking with Spanish-speaking universities, thus contributing to researchers' success outside the EUI;
- Contributing to the constant improvement of Spanish language activities, in cooperation with the CALL Coordinator.

### ***Finance and procurement responsibility***

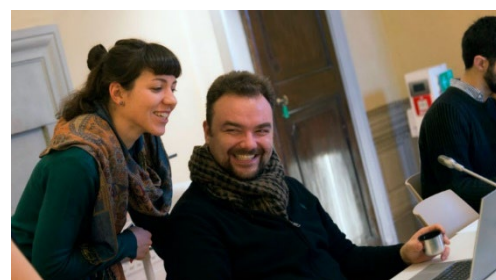
- Contributing to the financial and procurement processes of the Centre for Academic Literacies and Languages, as required;
- Verifying payments and commitments and participating in evaluation committees for tender procedures.

### ***Budget management***

- Contributing to the planning and management of the budget of the Centre for Academic Literacies and Languages, as required.

### ***Managing people/Role in HR processes***

- Contributing to the assessment, recruitment, and the development of CALL staff, as required.



## **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 **role** include the following:

- Problem-solving skills
- Interpersonal skills
- Networking
- Communication
- Knowledge – Languages

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](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: 24 April 2025 at 23:59 CE(S)T**

**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 duties<sup>3</sup>.

### **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 2.3.

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.<sup>4</sup>

#### **2.2. Knowledge of Languages<sup>5</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.

---

<sup>3</sup> 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

<sup>4</sup> If you have a diploma recognised in an EU Member State, you don't need NARIC recognition for your lower level diploma(s). Example: If you have a Bachelor's degree from a university outside the EU, and a Master's degree from an EU university, you don't need NARIC recognition for the Bachelor's degree. Qualifications/diplomas awarded until 31/12/2020 in the United Kingdom are accepted without further recognition. For diplomas awarded after this date (from 01/01/2021), a NARIC recognition is required.

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

## 2.3. Professional experience<sup>6</sup>

By the deadline for applications, and in addition to the qualifications required above, candidates must have at least **five 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:

#### *Essential\**

1. Excellent knowledge of Spanish, both spoken and written (CEFR level: C2)
2. Graduate university degree in Spanish language and qualification in teaching Spanish as a foreign language
3. At least 3 years of demonstrated professional experience in teaching Spanish as a foreign language according to the CEFR framework in a Higher Education Institution
4. Demonstrated professional experience in teaching Spanish academic literacies
5. Excellent knowledge of English, both spoken and written (CEFR level: C1)

#### *Advantageous*

6. Doctoral degree in linguistics or humanities
7. Proven work experience in an international environment
8. Knowledge of additional languages of the European Union.

***\*Essential criterion 1 is mandatory***, meaning that candidates who do not meet this essential requirement will not be assessed further and will be excluded from the selection process

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.

---

<sup>6</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.