VACANCY NOTICE V/AD/RSC/78/2024

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[1] for the posts of

WEB DEVELOPERS
in the Robert Schuman Centre for Advanced Studies and other units of the EUI
(Contract agent posts, type 3a, FGIII[2])

The **European University Institute** (EUI) seeks

Web Developers for its Robert Schuman Centre of Advanced Studies (RSCAS).

Web Developers support the implementation and management of digital products with a special focus on the configuration and maintenance of digital applications used by the RSCAS, in close contact with the EUI's academic community to ensure the successful translation of academic needs into practical web implementation and the dissemination of the output of our research.

Moreover, the EUI is looking to create a reserve list to fill future vacancies in other units across the organisation.

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.

Disclaimer: the EUI is not an EU Agency or EU institution. There is no career continuity between contracts offered in EU Agencies/institutions and the types of contracts offered by the Institute.

More on our Institution: https://www.eui.eu/About

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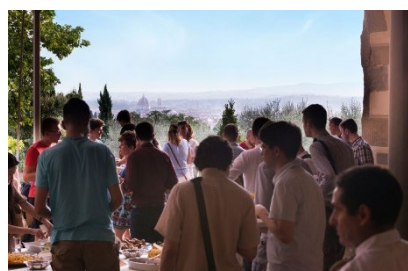
[1] The reserve list may be used to fill similar vacant future positions in other units of the European University Institute. Cf. President's decision No 15/2021of 27 April 2021 laying down a procedure for the use of reserve lists.
[2] Cf. Annex II

Our Unit

The **Robert Schuman Centre for Advanced Studies (RSCAS)** is an interdisciplinary research centre at the heart of the European University Institute (EUI). It was established in 1993 to complement the four EUI disciplinary departments of Economics, History, Law, and Political and Social Sciences, with the goal of developing cutting-edge academic research and using that research to engage with a wide variety of stakeholders in the public and private sector.

The results of the Centre's research often become policy output in the form of publications and public events, where academics, policymakers, members of civil society, and representatives of business exchange knowledge and build solutions to face the challenges of our time. In doing so, the Centre provides opportunities for younger scholars and established researchers to participate in a sustained dialogue with the world of practice. This problem-centred research agenda is necessarily thematic and interdisciplinary. It also extends beyond the traditional domain of the four disciplinary departments in ways that connect with other centres of excellence in Europe and globally.

Your Key Responsibilities

The EUI's Robert Schuman Centre of Advanced Studies (RSCAS) is seeking to recruit **Web Developers** to support the implementation and management of digital products with a special focus on the configuration and maintenance of digital applications used by the RSCAS, in accordance with EUI protocols and rules. The Web Developer is supervised by the RSCAS Executive Coordinator and the Webmaster and may be embedded in one of the academic units of the Centre. The members of the RSCAS Web/Digital Team also collaborate very closely with the Library and Information Technology Services (LITS) of the EUI.

The main duties may include the following:

Level of Expertise

- Acting as subject matter specialist with proven experience in server and client-side programming languages and frameworks, keeping abreast of best practices for further development, testing, implementation, and improvement of digital applications and platforms, and dataset management of the Schuman Centre in compliance with the EUI standards for accessibility and security;
- Acting as subject matter specialist for implementing the guidelines of the EUI digital communication policy;
- Drafting regular and concise documentation and providing guidance for technical components.

Representation/Communication

- Representing the RSCAS internally, and where appropriate the RSCAS and the EUI externally, on web-related matters;
- Conducting negotiations with external stakeholders;
- Internally coordinating and systematically liaising with the LITS;
- Discussing the development of new digital products and projects with users inside and outside the RSCAS, with a user-oriented approach and a strong commitment to team-working;

- Providing coaching and training sessions on digital-related matters to academic and administrative staff at the RSCAS;
- Providing insights and best practices for the use of digital communication tools where needed.

Policy/Strategy Making

- Regularly providing insights, statistics, and data allowing the management of the RSCAS to draft strategic documents (project reports, annual reports, self-assessments of the RSCAS, etc.) as regards digital services;
- Contributing to internal working groups aimed at further developing the workflows, strategy, and objectives of the RSCAS and of the Institute;
- Drafting user-friendly documentation and guidance for digital applications on a regular basis.

Level of autonomy and accountability

- Reporting to the RSCAS Executive Coordinator and the Webmaster; working in close collaboration with the LITS;
- High level of autonomy, accountable for own work.

Finance and procurement responsibility

- Providing advice and support for the procurement of digital-related services;
- Requesting commitments.

Budget management

- Preparing budget estimates and supporting the Webmaster in planning the annual expenditure for the RSCAS Web Communications tools.

Role in administrative processes

- Contributing to the technical development and maintenance of the RSCAS websites;
- Liaising with the administrative staff at the RSCAS and providing support for procedures related to digital-related services;
- Contributing to the improvement of the RSCAS administrative workflows and processes through web-related services;
- Applying data protection policy in each administrative process and complying with the EUI rules, including those on cyber security;
- Contributing to the development of the digital services of the Institute, following mutual agreement between the RSCAS and the LITS.

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 the **role** include the following:

- Working with others
- Stakeholders orientation and communication skills
- Problem solving
- Change management
- Creativity and innovation
- Technological awareness
- Knowledge – IT (ref. Selection criteria)
- Knowledge – Organisational

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 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.

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: Monday 15 July 2024 at 23:59 CEST

> **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 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.[3]

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.

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]

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[3] 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.

[4] 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.

2.2. Professional experience[5]

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

2.3. Knowledge of Languages[6]

- 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

Applications that fulfil the above eligibility criteria will be assessed against the following requirements:

Essentials

1. Proven excellent knowledge of programming languages and frameworks such as PHP, C#, Javascript, React or Vue, gained through professional experience or training;
2. Proven very good knowledge of IT architectural patterns such as MVC and related frameworks (e.g. Laravel and Symfony);
3. Proven hands-on experience with application optimization, coding best practices and performance tuning techniques (e.g. CDN and caching);
4. Proven experience in designing and consuming RESTful APIs;
5. Familiarity with most common cloud services (e.g. AWS, Azure);
6. Excellent knowledge of English, both spoken and written (CEFR level C1 or above).

Advantageous

7. Proven very good knowledge of CMS (Content Management Systems), such as WordPress or .NET-based products like Contensis, gained through professional experience or training;
8. Proven knowledge of Cyber Security best practices for digital communications tools, gained through professional experience or training;
9. Deep understanding of user-oriented digital solutions and experience with Lean or Agile methodologies;
10. Proven experience in the field of database administration.

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

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[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.

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

1. HOW TO SUBMIT YOUR APPLICATION

**Applications must be submitted electronically using the
AD/RSC/75/2024 online application form available at
https://www.eui.eu/About/JobOpportunities/Open-competitions-for-
administrative-posts at the latest by Monday 15 July 2024 at 23:59 CEST.**

Only complete applications submitted online will be accepted and considered. Applications received by e-mail, fax or post will <u>not</u> 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;
- 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 31/03/2026**. 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 III 08, 09 or 10, depending on qualifications and length of professional experience, pursuant to Title IV of the Conditions of Employment of Other Servants[1]. 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 2,636. 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.

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

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 **2,636** (after taxes and social security contributions)	Euro **2,983** (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro **3,259** (after taxes and social security contributions)	Euro **3,400** (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro **3,886** (after taxes and social security contributions)	Euro **4,259** (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.

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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 EUI.complaints@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.

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/ComplaintsAndAppeals/Requests-Complaints-Appeals