

## VACANCY NOTICE V/AD/SCOM/1/2024

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

### **Director of the Communications Service** (Temporary Agent, type 2g CEOS, AD 10<sup>2</sup>)

The **European University Institute (EUI)** seeks a dynamic and experienced professional to lead the development and delivery of its communication strategy to achieve the EUI's mission, objectives, and priorities.

The **Director of the Communications Service** will be responsible for devising and overseeing comprehensive communications and marketing plans in order to enhance the EUI's visibility, strengthen its reputation, support its mission, vision and values, and promote the impact of the EUI on societies.

### 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. The EUI has its own social security and pension scheme.**

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



### Our Unit

The **Communications Service** steers and coordinates the EUI's internal and external communication strategies. The team handles the EUI's public and media relations efforts, produces the Institute's central publications, and manages its social media presence. It plans or supports the organisation of major events promoting the research activities and other initiatives that reach out to the EUI community and beyond. It is also in charge of supporting the

<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

recruitment campaigns for master's students, early-stage researchers (ESRs) and postdoctoral fellows.

The Communications Service produces and disseminates information about EUI academic programmes, research, news, and events. It reaches out to faculty, staff, researchers, alumni, the social sciences community, policymakers, the press, and other stakeholders. It is responsible for defining and promoting the EUI corporate identity, and for monitoring its implementation across all the academic and administrative units of the Institute with a view to ensuring consistency in the use of the EUI's logo, imagery, and other audio-visual materials. The Service offers training, tools and support to its members in the areas of digital communications and web, academic communications, and editorial design and layout.

### Your Key Responsibilities

The EUI is looking for a dynamic and experienced professional to lead the development and delivery of its communication strategy to achieve the EUI's mission, objectives, and priorities.

The **Director of the Communications Service** will be responsible for devising and overseeing comprehensive communications and marketing plans in order to enhance the EUI's visibility, strengthen its reputation, support its mission, vision and values and promote the impact of the EUI on societies.

Reporting directly to the President, the selected candidate will lead, inspire and motivate a multicultural team of around 20 communications and marketing professionals.

The main duties may include the following:

<b>Policy/ Strategy Making</b>
<ul style="list-style-type: none"><li>• Leading the development of the vision, mission and strategy of the Communications Service;</li><li>• Developing and implementing a comprehensive and innovative communication strategy aligned with the EUI strategic goals and objectives, for the various target audiences (i.e. international academic community, EUI Member and Contracting States, EU Institutions, and media);</li><li>• Contributing to the overall EUI strategy and advising senior managers on communication matters;</li><li>• Developing marketing strategies for the master's, doctoral, postdoctoral programmes, fellowships and executive education courses of the EUI;</li><li>• Contributing to the design, implementation and delivery of the internal EUI communication strategy to support the engagement of the community aiming at enhancing a culture of belonging.</li><li>• Providing strategic guidance and leadership in the communications area to the EUI Management.</li></ul>

<b>Representation/ Communication:</b>
<ul style="list-style-type: none"><li>• Representing the EUI externally and the Communications Service internally, ensuring alignment of the communication activities of the EUI departments, services, centres and programmes;</li><li>• Coordinating activities to promote the impact of the EUI on societies locally, nationally, and on a European and international scale;</li></ul>

- Building and protecting the EUI's reputation in the media, social media and in public discourse, including crisis management;
- Efficiently disseminating and communicating EUI research and expertise offered by the EUI, in collaboration with the various academic units to strengthen the position of the EUI as a leading university in social science and humanities;
- Coordinating strategic plans across the EUI to recruit master's students, early-stage researchers (ESRs) and postdoctoral fellows based on the EUI's long-term vision and strategy;
- Developing external communications, including the management of media relations, digital and social media, and the production of institutional publications (i.e. newsletter, annual report, promotional materials);
- Managing the delivery of the internal communications plan to ensure two-way communication, supporting the engagement of the EUI community and information sharing aiming at enhancing a culture of belonging.
- Coordinating and overseeing the organisation of large-scale events at the EUI;
- Developing and leading an integrated recruitment campaign that increases brand awareness and strengthens the reputation of the EUI;
- Engaging in and coordinating fundraising efforts.

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

- Leading, inspiring and motivating the Communications Service team, providing strategic direction, with a focus on delivery, innovation and teamwork;
- Being responsible for the supervision, management, assessment and development of the Communications Service staff.

#### **Level of Expertise**

- Acting as subject matter expert in the area of communication and marketing, more specifically in institutional affairs and internal communication;
- Keeping abreast of new trends and best practices in the area of research-based communication and dissemination of results.

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

- Reporting directly to the President, with a high level of autonomy;
- Being accountable for the work of the Communications Service.

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

- Acting as authorising officer by sub-delegation.

#### **Budget Management**

- Managing the EUI's communications and marketing budget and financial resources, and defining their requirements to meet the needs of the EUI strategy;
- Defining the long-term requirements for resources, skills, infrastructure, systems and suppliers to meet the needs of the EUI communication strategy;
- Managing the allocated budget resources and signing annual reports.

## Role in administrative processes

- Supervising the efficient and timely delivery of the activities, projects and operations of the Communications Service;
- Ensuring that the Communications Service fully conforms with the applicable internal rules, processes and EUI regulations.

## 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:

- Creativity & Innovation
- Change Management
- Networking
- Strategic thinking
- Team management
- Organisational alignment
- Technological awareness

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 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 APPLICATION: Tuesday 10<sup>th</sup> September 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.<sup>3</sup>

#### 2. Specific conditions

##### 2.1. Education (Qualifications)

- A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four (4) years or more; or
- A level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one (1) year when the normal period of university education is at least three (3) years. This professional experience will be part of the diploma 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.<sup>4</sup>

##### 2.2. Professional experience<sup>5</sup>

By the deadline for applications, and in addition to the qualifications required above, you must have at least **ten (10) years** of relevant professional experience gained after obtaining the diploma required under 2.1.

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<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> 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.

### 2.3. Knowledge of Languages<sup>6</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.

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### SELECTION CRITERIA

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

#### Essential

1. University degree in a field relevant to this post (e.g. communications, journalism, marketing, public relations, or in the social sciences);
2. At least 10 years of relevant experience in the area of communications (web, publications, press, events) in a European or international academic or research institution;
3. Proven experience in leading effective communications and marketing campaigns in higher education;
4. Proven experience in developing and implementing strategies in research-based communication;
5. At least five years of leadership and management experience, and demonstrated ability to motivate, inspire and manage integrated communication teams;
6. Proven experience in managing media contacts at the international and national levels (including Italy);
7. Excellent oral and written communication skills in English (CEFR level: C1 or above), including proven ability to effectively communicate to and engage diverse audiences.

#### Advantageous

8. A proven track record of building partnerships with academic leaders and high-level policymakers;
9. Proven experience with communications in the fundraising field, e.g. funding programmes such as Horizon Europe and other international donor-funded programmes;
10. Professional certification in an area directly relevant to the position.

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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<sup>6</sup> 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/SCOM/1/2024 [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> at the latest by **Tuesday 10<sup>th</sup> September 2024 at 23.59 CEST.****

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](mailto: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 7<sup>th</sup> 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 competency 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 competency test;
- Marking: 0 to 50 for the interview by the Selection Board.

Read more on [A Guide for Candidates](#)

## 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 temporary agent at grade AD 10, pursuant to Title II of the Conditions of Employment of Other Servants, for an initial period of four years, renewable for a fixed period of four years.

On expiry of the renewed contract, the temporary agent may be appointed as a permanent employee by decision of the EUI's President in his capacity as Appointing Authority. 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 AD 10 is approx. Euro 7,379. 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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<sup>1</sup> 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:

<b>Type of contract</b>	<b>Temporary agent – AD 10</b> (including management allowance)
Basic salary (net)	Euro <b>7,379</b> (after taxes and social security contributions)
Basic salary plus expatriation allowance (net)	Euro <b>9,035</b> (after taxes and social security contributions)
Basic salary plus expatriation and 1 dependent child allowance (net)	Euro <b>10,357</b> (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.

### **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](mailto: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](mailto: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>