

**OPEN COMPETITION IUE/8/2012
ON THE BASIS OF QUALIFICATIONS AND TESTS**
aimed at setting up a reserve list in order to fill future vacant posts within the European University
Institute

Nature of post: temporary posts - grade AST1 - Web Services Assistant

Unit to which posts are attached: Communications Service

Duration of contract: three years, with possibility of renewal.

Description of duties: Under the supervision of the Director of the Communications Service, the successful candidate will be in charge of:

- Assisting the management and development (including training and support) of the EUI web and communications tools/services;
- Editing, publishing and development of web content, including interactive tools;
- Producing technical guides/user manuals;
- Supporting and coordinating Project Websites within the EUI framework;
- Implementing communication strategies for the EUI presence on the main Social Media (e.g. Facebook, YouTube, etc.);
- Producing multimedia content (e.g. video editing) ;
- Setting up and implementing targeted advertising campaigns and Search Engine Optimization (SEO);
- Coordinating the corporate blogs network;
- Implementing and customising social tools within the EUI Web;
- Implementing and customising third-party applications.

Availability outside normal working hours is sometimes required to meet critical deadlines.

A. Eligibility criteria

- Being a national of a Member State of the European Union, or a national of a third country, having acquired the status of long-term resident on the basis of the EU Directive 2003/109/EC;
- Post-secondary education attested by a diploma, or secondary education attested by a diploma and appropriate professional experience of at least three years;
- Good knowledge of two languages of the European Union.

B. Selection criteria

Essential:

- Knowledge of Content Management Systems (proprietary and open source), and related workflows;
- Professional experience in setting up and running targeted advertising campaigns on Facebook;
- Professional experience in support and collaborative tools and in web analytics tools (e.g. Google Analytics);
- Good knowledge of English, both spoken and written, and good knowledge of another EU language;
- Ability to work as part of a multinational and multidisciplinary team in an international environment;
- Excellent working knowledge of office automation software.

Desirable:

- Professional experience of at least 3 years in social media for marketing and communications;
- Knowledge of additional languages of the European Union, preferably Italian and French;
- Understanding of the European Union institutions;
- Knowledge and experience in security and back-up procedures;
- Professional experience in International Networking;
- Knowledge of web usability (W3C best practices, web communication and accessibility standards, etc.);

- General knowledge of Internet based architectures and fundamental concepts (e.g. firewalls, proxy, application servers, data oriented services, etc.);
- General knowledge of security issues related to the publishing of content on the web (e.g. phishing, spoofing, cross site scripting, cookies, active content, captcha, SSL, etc.);
- Work experience in a university or research environment.

Selection process: A limited number of candidates, shortlisted by the Selection Board on the basis of the above-mentioned essential and desirable selection criteria, will be invited for

- a language test
- an interview, enabling assessment of the candidate's ability to carry out the tasks of the posts and to work in an international academic institution

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 30 for the language test;

Marking: 0 to 50 for the interview by the Selection Board.

Publication and validity of the reserve list:

The highest scoring candidates will be placed on the reserve list which will be published on the EUI website: <http://www.eui.eu/About/JobOpportunities/AdministrativePosts.aspx>. By submitting their application, candidates acknowledge and give their explicit consent to this procedure, according to the Data protection regulation in force at the EUI (President's Decision n. 32 of 27 November 2008).

Candidates on the reserve list are not guaranteed recruitment.

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 extension by publishing it on the website.

Whenever a vacancy occurs the EUI will publish it on the EUI website and will select a short-list of candidates to interview for that particular job. Candidates will be contacted by email or by registered letter with confirmation of receipt.

The net monthly salary: The net monthly salary after taxes is approx. euro 2,450. In addition, when conditions as laid down by the Statutes are applicable, there are family allowances - household allowance, dependent child allowance, education allowance – and expatriation allowance (approx. 16% of salary).

The European University Institute is an academic institution set up in 1972 by the Member States of the European Union charged with research and postgraduate training in Law, Economics, History and Civilisation and Political and Social Sciences with special reference to Europe. The Institute is not an EU Institution, but an intergovernmental organisation, funded directly by signatory states, partly by the European Commission and to some extent through external funding (<http://www.eui.eu>).

The European University Institute is an equal opportunity employer.

Applications must be submitted electronically using the IUE/8/2012 **online application form**. Applications received by e-mail, fax or post will not be considered.

Contacts: E-mail: applyjob@eui.eu

DEADLINE FOR RECEIPT OF APPLICATIONS: 11/05/2012

(signed)
Pasquale FERRARA