



VACANCY NOTICE No. CESE/END/D4-REL/01/2024 (EN)
concerning ONE position of Seconded National Expert (M/F)
(administrator level)
Directorate D - **Communication and Interinstitutional
Relations**
Unit for **Interinstitutional Relations** (D.4 - REL)

Selection procedure under Article 2 of Decision [263/12A](#),
laying down rules on the secondment of national experts to
the EESC

Place:	Brussels
Head of Unit:	Tatiana ADAMIŠOVÁ
Duration of secondment:	2 years, renewable
Expected date of secondment:	September 2024 (indicative)
Closing date for receipt of applications by the EESC:	15 May 2024 at noon (Brussels time)
Information for applicants and selection procedure:	see point 6 below

1. Description of the unit's mission:

The unit's key mission is to maintain and deepen the interinstitutional relations between the EESC on one side and the European Commission, the European Parliament, the European Council and rotating presidencies and the Committee of the Regions on the other. The REL structured approach towards the other institutions is twofold:

- The full exploitation of the instruments available under the Cooperation/Protocol Agreements;
- The constant search for synergies in order to strengthen the legislative cooperation and make the EESC's contribution relevant and efficient.

Besides, the REL is the point of contact for other services in house and for the other institutions in relation to major political development files and assists the EESC president in contacts with the other institutions.

2. Description of duties:

Under the supervision of the Head of Unit, the main tasks would be to:

- Monitor the political activities of the CoR, its Bureau meetings and plenary sessions, and ensuring follow-up;
- Assist in the monitoring of the implementation of the Protocol on Cooperation with the European Commission, facilitate meetings with the EC colleagues, participate in events organised by the EC, maintain administrative work relations;





- Carry out communication and HR activities of the REL unit, such as preparing and disseminating digital newsletters before the EESC plenary sessions, updating the REL intranet page, participating in the Dynamics task force and in the social media network, coordinating the job shadowing exercise in the unit;
- Organise meetings, conferences and other events at the EESC and/or elsewhere: attend preparatory meetings, prepare budgetary files for events organised by the unit, manage invitations, collaborate with other departments, prepare files, briefings and minutes of the meetings, manage events on the spot, coordinate the follow-up.

3. Eligibility criteria on the date of submission of the application:

- Have a university degree;
- Have worked for an employer on a permanent or contract basis for at least 12 months and remain in the service of that employer throughout the period of secondment;
- Have at least six years' relevant professional experience within a national administration such as a ministry, where important files were treated at national or international level;

4. Main qualifications required:

- Solid administrative, legal, economic or international relations training;
- Good understanding of the functioning of European institutions, the EESC, its role and its activities;
- Experience in the organization of events;
- Good written and spoken communication skills;
- Good knowledge of standard office tools.

5. Languages:

A very good oral and written command of English¹ is required. A good knowledge of French² and another EU language would be appreciated.

¹ Minimum C1 level of the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

² Minimum B2 level of the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).



6. Information to applicants and the selection procedure:

- 1) Applicants should send a covering letter and a curriculum vitae (based on the Europass modelⁱ) to the Office of the Permanent Representation of their Member State, quoting the reference of this vacancy notice. **Applications addressed directly to the EESC without having been put forward by their Permanent Representation will not be considered.** All candidates will be individually informed of the outcome of their application once the selection process has been finalised, i.e. after the interviews. In the meantime, candidates should not contact directly or indirectly members of the selection panel or representatives of the Human Resources Directorate.
- 2) Applications put forward by the Permanent Representations within the deadline of **12 noon (Brussels time) on 15 May 2024** will be examined by a selection panel comprising representatives of the EESC Secretariat, in order to draw up a short-list of candidates to be invited for an interview. No more than five candidates per vacant position will be invited. Interviews for short-listed candidates are planned for June 2024 at the EESC's Brussels offices or on-line (Teams application). In case of in-person interviews, travel and subsistence expenses of invited candidates will be reimbursed in line with the provisions in force at the EESC. Secondment of the selected candidate will be requested once the interviews have taken place. The dates of the secondment, which is expected to start in September 2024, will be confirmed once the administrative procedures have been completed.
- 3) All personal data provided by candidates will be dealt with in compliance with [Regulation \(EU\) No. 2018/1725](#) of 23 October 2018 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

The EESC applies a policy of equal opportunities and strongly encourages applications from all candidates who fulfil the eligibility and selection criteria without any distinction whatsoever on grounds of nationality, age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

ⁱ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>