



European Economic
and Social Committee

VACANCY NOTICE No CESE/END/C3-INT/01/2023 (EN)
concerning a position of Seconded National Expert (M/F)
(administrator level)
Directorate C— **Legislative Work**
Section for the **Single Market, Production and
Consumption (INT)**

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

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| Place: | Brussels |
| Head of unit: | Alice Tétu |
| Duration of secondment: | 2 years, renewable |
| Expected date of secondment: | September 2023 (indicative) |
| Closing date for receipt of applications by the EESC: | 1 June 2023 at noon (Brussels time) |
| Information for applicants and selection procedure: | See point 6 below |

1. Description of the unit's mission

Who we are:

We are a dynamic team of 13 people within Directorate C (Legislative Work). Our team provides the EESC's INT section, a body comprising around 125 Committee members from all parts of civil society and all Member States, with administrative and policy support. We work directly with the section's members, president and bureau. The person selected will also have the opportunity to work on cross-cutting issues in cooperation with the Committee's other sections and the CCMI unit (industrial change).

What we do:

The INT section deals with a range of policy areas relating to industry, competition, consumer protection, research and innovation, small and medium-sized enterprises, social economy enterprises, the digital economy and society, and the single market in general. We provide the members with the support and strategic and logistical advice they need to shape and implement the activities and initiatives linked to the section's work.

What we offer:

- A friendly and dynamic working environment in which initiative, creativity, flexibility and team spirit are valued.
- The opportunity to work in a team directly involved in the policy-related activities which are at the heart of the EESC's work and mission.
- A real opportunity to forge and strengthen networks of contacts with the EU institutions and civil society.
- Access to interesting vocational training courses laid on in-house and by the European Commission.
- Flexible working hours and opportunities for teleworking with a view to optimal work-life balance.

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Our aim is to be recognised as reliable partners delivering appropriate and effective responses on respect, trust and professionalism. We are always available to help out: we base our decisions and actions in accordance with the rules, we are coherent and proactive, and we work together constructively as a team.

We want to provide the General Secretariat with the skilled and motivated people it requires and create the environment which allows all EESC staff develop a fulfilling career



2. Description of duties

The person selected will deal with files related to the INT section's remit.

The person selected will report to the head of the INT unit and will be responsible for the following tasks:

- 1) contributing to shaping the strategic content of seminars, conferences and other public relations events;
- 2) working with rapporteurs and experts on the preparation and drafting of the EESC's opinions, evaluation reports and information reports;
- 3) contributing to promoting the opinions among the European institutions, particularly the European Parliament and the Council of the EU, and in civil society;
- 4) contributing to planning and organising the unit's work programme, taking part in internal meetings and drawing up memos, information reports and minutes;
- 5) supporting various working groups;
- 6) developing appropriate contacts with the European institutions and civil society organisations;
- 7) contributing to promoting and raising awareness of the issues in the INT section's remit, including by speaking to visitors, keeping up contacts with external stakeholders, preparing press releases and brochures and being active on social media;
- 8) providing the director with ad hoc strategic support.

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

- 1) Have a university degree.
- 2) 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.
- 3) Have three years' relevant professional experience in one of the INT section's areas of interest.
- 4) Have experience in organising events.
- 5) Have a good understanding of the functioning of the European institutions. An understanding of the EESC's role and activities would be an advantage.

4. Main skills

- 1) Very good communication skills, both oral and written, and the ability to produce work to a high standard in a short period of time.
- 2) Excellent research and analytical skills.
- 3) Excellent planning and organisational skills.
- 4) Project management skills.
- 5) A good knowledge of standard Office tools.



5. Languages

A good command of English¹ and French², both oral and written, is required. Satisfactory knowledge of another EU language is an advantage.

6. Information for applicants and selection procedure

- a) Applicants should send a covering letter and a curriculum vitae (based on the Europass model³) 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.** Each candidate will be informed individually 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.
- b) Applications put forward by the Permanent Representations by the deadline of **12 noon (Brussels time) on 1 June 2023** will be examined by a selection panel comprising representatives of the EESC Secretariat, in order to draw up a list of candidates to be invited for interview. No more than five candidates will be invited. Interviews are planned for June 2023 at the EESC's Brussels offices or by video-conference (MS Teams). Where applicable, the travel expenses of invited candidates will be reimbursed in line with the provisions in force at the EESC. Secondment of the selected expert will be requested once the interviews have taken place. The dates of the secondment, which is expected to start in September 2023, will be confirmed once the administrative procedures have been completed.
- c) All personal data provided by candidates will be processed 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.

¹ Minimum C2 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>).

³ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>.