



VACANCY NOTICE No. CESE/END/C1-ECO/02/2023 (EN)
concerning a position of Seconded National Expert (M/F)
(administrator level)
Directorate C - **Legislative Work**
Section for the **Economic and Monetary Union, Economic
and Social Cohesion (ECO)**

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

Place:	Brussels, Belgium
Head of Unit:	Gilbert Marchlewitz
Duration of secondment:	2 years, renewable
Expected date of secondment:	March 2024 (indicative)
Closing date for receipt of applications by the EESC:	31 October 2023 at noon (Brussels time)
Information for applicants and selection procedure:	see point 6 below

1. Description of the unit's mission:

The "Economic and Monetary Union and Economic and Social Cohesion" Unit comprises a small team of 15 very capable and motivated colleagues with excellent working relations. We work directly with the ECO Section's President, its Bureau and Members as well as the President of the Committee, under the supervision of the Head of Unit and the Director for Legislative Works. We provide the political and logistical support that Members need for pursuing the EESC's legislative work in policy areas such as Economic and Monetary Union, financial and capital markets, taxation, EU budget and own resources, cohesion and urban policy including the territorial dimension, and statistics, in conjunction with other EESC units, the Commission, Council and European Parliament, and with relevant representatives of civil society.

2. Description of duties:

Seconded National Expert working at administrator level responsible for advisory duties and tasks, especially in relation to policies fostering European economic integration and cohesion, within the Unit for "Economic and Monetary Union, Economic and Social Cohesion"(ECO) on the basis of general directives from and under the authority of the head of unit, in particular:

- collaborating with EESC rapporteurs and experts in the drafting of EESC opinions and reports and the preparation of documents especially in relation to policies fostering European economic integration and cohesion;
- assisting ECO Section members, study group presidents and the Section president in organising meetings and debates especially in relation to policies fostering European economic integration and



cohesion;

- collaborating in the planning and organisation of the unit's work, drafting working papers, speeches, introductory memos and reports especially in relation to policies fostering European economic integration and cohesion;
- helping to organise seminars, conferences, hearings, and other public relations events, including away from the Committee premises, especially in relation to policies fostering European economic integration and cohesion;
- developing and maintaining appropriate contacts with the European institutions, the European Central Bank, the supervisory authorities, national authorities and civil society organisations concerned by the Section's work especially in relation to policies fostering European economic integration and cohesion;
- helping to promote the Committee's work especially in relation to policies fostering European economic integration and cohesion, and improve dissemination and communication of the key facts in documents adopted by the Committee.

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

- Have a university degree in the area of economics or similar.
- 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 two years' relevant professional experience in a position relating to policies fostering European economic integration and cohesion, preferably in a ministry, central bank, or related body. Longer work experience in this area would be an asset.
- Have a good understanding of the functioning of the European institutions. Knowledge regarding EU policies fostering European integration would be an additional advantage.

4. Main skills required:

- Good knowledge of current IT applications (Microsoft Office).
- Social Media skills would be an additional advantage.
- Ability to prioritise and master complex files.
- Good communication skills (spoken and written).
- Ability to work as part of a team.





5. Languages:

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

6. Information to applicants and the selection procedure:

- 1) 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.** 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 31 October 2023** 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 November-December 2023 at the EESC's Brussels offices. 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 March 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.

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>