



European Economic
and Social Committee

VACANCY NOTICE No CESE/END/B1-REX/03/2024 (EN)
concerning position of Seconded National Expert (M/F)
(administrator level)

Directorate B - Legislative Work
Unit B.1 REX - External Relations

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

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| Place: | Brussels |
| Head of Unit: | Tzonka Iotzova |
| Duration of secondment: | 2 years, renewable |
| Expected date of secondment: | September/October 2024 (indicative) |
| Closing date for receipt of applications by the EESC: | 1 July 2024 at noon (Brussels time) |
| Information for applicants and selection procedure: | see point 6 below |

1. Description of the unit's mission

Who we are:

The "External Relations" Unit comprises a team of 20 members of staff working directly with the members of the External Relations Section, its president and the EESC president, and reporting to a head of unit and to the Director for Legislative Work. We provide the political advice and administrative support that Committee members need to carry out the activities stemming from the EESC's external relations policy, including international trade and development. We also work on the geopolitical dimension of other EU internal policies such as energy transition and migration. We support the EESC president and section members in their contacts with the European Commission, the Council, the European Parliament, other EU institutions and agencies, international organisations, national and third countries' authorities and organised civil society. We support the work of European civil society in the Domestic Advisory Groups created by the new generation trade agreements and develop contacts with civil society and the social partners in third countries.

The unit works closely with other EESC departments, the European External Action Service, the Commission, the Council and the European Parliament, and with relevant international organisations and stakeholders.

What we offer:

- a stimulating and dynamic working environment where initiative, flexibility and team spirit are valued;
- the opportunity to work in a unit directly involved in the political activities which constitute the core of the EESC's work and its purpose;
- a wide range of inter-institutional training courses, in addition to on-the-job training;
- flexible working hours and teleworking opportunities based on established arrangements;





2. Description of tasks:

Responsibility for planning and research tasks as part of the work of the "External Relations" Unit. Reporting to the head of unit, the administrator's tasks include, in particular:

- 1) collaborating with rapporteurs and experts on the preparation of EESC opinions and reports, including technical preparation and presentation, providing documentation and background information, correspondence and research;
- 2) drafting working documents, briefings, introductory notes and minutes;
- 3) organising the activities of the permanent bodies of the EESC External Relations Section, in particular the Follow-up Committee for international trade and the EU Domestic Advisory Group under the EU-UK Trade and Cooperation agreement – preparation of agendas, drafting of background notes and briefings, contacts with other institutions, EU and international stakeholders;
- 4) developing and maintaining contacts with the European institutions, civil society organisations and think tanks relevant to the section's work;
- 5) organising seminars, conferences, hearings and other public events, including away from Brussels, as well as virtual or hybrid events;
- 6) helping to promote the EESC's work and improve distribution and communication of the key policy recommendations of the EESC, notably vis-à-vis the EU co-legislators, via the web, publications and by organising events.

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

- 1) Must have a university degree;
- 2) Must 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) Relevant professional experience of three years in one or more of the following fields: international relations, international trade, development, humanitarian aid, sustainable development;
- 4) Experience in the organisation of events;
- 5) Good understanding of the functioning of European institutions. An understanding of the EESC's role and activities would be an advantage.

4. Main competences

- 1) Very good communication skills, oral and written, and the ability to produce work to a high standard and quickly;
- 2) Strong research and analytical skills;
- 3) Strong planning and organisational skills, ability to prioritise and master complex files;
- 4) Project management skills;
- 5) Strong sense of responsibility
- 6) A good knowledge of standard Office tools.



5. Languages

A good command of English¹, both oral and written, is required. A satisfactory knowledge of another EU or non-EU language is an advantage.

6. Information to applicants and the selection procedure

- a) Applicants should send a covering letter and a curriculum vitae (based on the Europass model²) 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 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.
- b) Applications put forward by the Permanent Representations by the deadline of **1 July 2024 at noon** (Brussels time) will be examined by a selection panel comprising representatives of the EESC Secretariat, in order to draw up a shortlist of candidates to be invited for interview. No more than five candidates per vacant position will be invited. Interviews for shortlisted candidates are planned for July 2024 at the EESC's Brussels offices or via MS Teams. Where applicable, the 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/October 2024, will be confirmed once the administrative procedures have been completed.
- c) 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 <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>