



**VACANCY NOTICE No. CESE/END/B2-TEN/03/2023 (EN)**  
concerning a position of Seconded National Expert (M/F)  
(administrator level)  
Directorate B - **Legislative Work**  
Section for the **Transport, Energy, Infrastructure and the  
Information Society** (TEN)

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

<b>Place:</b>	<b>Brussels, Belgium</b>
<b>Head of Unit:</b>	<b>Ms Beatriz Porres</b>
<b>Duration of secondment:</b>	<b>2 years, renewable</b>
<b>Expected date of secondment:</b>	<b>September 2024 (indicative)</b>
<b>Closing date for receipt of applications by the EESC:</b>	<b>15 November 2023 at noon (Brussels time)</b>
<b>Information for applicants and selection procedure:</b>	<b>see point 6 below</b>

### **1. Description of the unit's mission:**

The unit key mission is to provide political and logistical support to the EESC members implementing the EESC's mandate related to the policies and work areas within the remit of the TEN Section, in conjunction with other EESC secretariat services, in contact with other EU institutions and bodies, and relevant representatives of European civil society organisations.

### **2. Description of duties:**

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

- develop appropriate contacts with the EU Presidencies, European institutions and civil society organisations concerned by the Committee's work;
- assist rapporteurs and experts in the drawing-up of opinions and reports;
- draft working documents, briefings, reports, introductory memos, minutes, publications;
- organise seminars, conferences, hearings, and other public relations events, including some outside Brussels;
- help to promote the Committee's work and improve distribution and communication of the key facts in documents adopted by the Committee, notably via the web, publications and through organising events.





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

- 1) To possess 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) Relevant professional experience in the field of telecommunications, data infrastructure, space, network and Information security and infrastructures, and the European Digital Agenda. Knowledge and experience linked to energy supply, sourcing of raw materials and transport policies would be an asset;
- 4) Experience in the organization of events;
- 5) Good understanding of the functioning of European institutions, the EESC, its role and its activities;

**4. Main skills required:**

- 1) Good knowledge of standard office tools
- 2) Good written and spoken communication skills

**5. Languages:**

A very good oral and written command of English<sup>1</sup> is required. A good knowledge of French<sup>2</sup> and 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 model<sup>3</sup>) 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.

<sup>1</sup> Minimum C2 level of the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

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

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



- 2) Applications put forward by the Permanent Representations within the deadline of **12 noon (Brussels time) on 15 November 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 December 2023 / January 2024 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 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.**