



VACANCY NOTICE No. CESE/END/CSS/01/16 (EN)
concerning **ONE** post of **Seconded National Expert**
(M/F)
(administrator level)
Directorate A – Legislative planning, relations with
institutions and civil society
Unit A.2. – **Relations with organised civil society and
Forward Studies**

Selection procedure under Article 2 of Decision 263/12A,
governing the secondment of national experts to the EESC

Place:	Brussels
Head of Unit:	Mr. Pierluigi BROMBO
Duration of secondment:	2 years, renewable
Expected date of secondment:	July 2016
Closing date for receipt of applications by the EESC:	2 May 2016
Information for applicants and selection procedure:	see point 5 below

1. Description of the unit's needs:

The unit's key role is to help make the EESC the EU reference point for civil dialogue. This role comprises the following operational objectives: - Develop relations and cooperation with civil society organisations (CSO) - Promote civil dialogue and representative democracy in the EU institutions -Support other units' structured dialogue with CSO - Merge the Information centre with the CSO studies sector, so to turn them into THE single information and study centre on CSO. In the current institutional climate, the EESC needs to boost and consolidate its role as a bridge between EU institutions and CSO and, in so doing, raise its profile in this domain. To this end, the unit's horizontal function as catalyst and facilitator needs to be strengthened, inter alia by stepping up its proactive role on the European Citizens Initiative (ECI).

2. Description of post:

The main task would be to develop the analysis, monitoring and mapping of civil dialogue in the EU arena, particularly with a view to drafting an annual report on it. This will allow reinforcing the EESC's role as a catalyst for civil dialogue activities by EU institutions and by civil society organisations (CSO), as well as promoting civil dialogue in the other institutions. In the same vein, one key aspect of the post would be to prepare a major annual event providing dynamics for the EESC's activities as well as those of CSO, along similar lines to the CoR's Open Days.

The main tasks would be:

- *Analysing and monitoring civil dialogue in the EU institutions and CSO activities;*
- *Providing a catalyst for, and ensuring coordination with, activities carried out by CSO networks and platforms;*
- *Ensuring concrete contacts and cooperation with other EU institutions on civil dialogue;*
- *Creating and maintaining a CSO database + preparing an annual report on EESC contacts/cooperation with CSO.*

Mission
Statement

Our aim is to be recognised as reliable partners delivering appropriate and effective responses based 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 to develop a fulfilling career.





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3. Main qualifications:

- 1) *To possess a university degree;*
- 2) *Relevant professional experience in the field of organized civil society*
- 3) *Experience in the organization of events;*
- 4) *Good understanding of the functioning of European institutions , the EESC , its role and its activities;*
- 5) *A good knowledge of standard office tools;*
- 6) *Good written and spoken communication skills*

4. Languages:

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

5. Information to applicants and the selection procedure:

*1) Applicants should send a covering letter and a curriculum vitae (based on the Europass model¹) 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 set of **2 May 2016** 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 May 2016 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 July 2016, 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 (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000.

The EESC applies a policy of equal opportunities and prevents any form of discrimination.

¹ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>