



VACANCY NOTICE No CESE/END/B2-TEN/02/2024 (EN)
concerning ONE position of Seconded National Expert (M/F)
(administrator level)
Directorate B – Legislative Work
**Unit B.2 TEN - Transport, Energy, Infrastructure and the
Information Society**

Selection procedure under Article 2 of [Decision No 263/12A](#),
governing the secondment of national experts to the EESC

Place:	Brussels
Head of Unit:	Ms Beatriz Porres
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:

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 tasks:

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:

- Have a university degree;
- 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 six years' relevant professional experience within a national administration such as a ministry, where important files were treated at national or international level;

4. Main qualifications required:

- Solid administrative, legal, economic or international relations training;
- Good understanding of the functioning of European institutions, the EESC, its role and its activities;
- Experience in the organization of events;
- Good written and spoken communication skills;
- Good knowledge of standard office tools.

5. Languages:

A very good oral and written command of English¹ is required. A good knowledge of French² 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 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 **12 noon (Brussels time) on 1 July 2024** 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 July 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.

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>).



The dates of the secondment, which is expected to start in September/October 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 (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 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.

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