



European Economic
and Social Committee

VACANCY NOTICE No CESE/END/B3-NAT/04/2024 (EN)
concerning position of Seconded National Expert (M/F)
(administrator level)

Directorate B - Legislative Work

**Unit B.3 NAT - Agriculture, Rural Development and the
Environment**

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

Place:	Brussels
Head of Unit:	Monica Guarinoni
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 unit's key mission is to provide the political and logistical support that EESC members need for pursuing the EESC's legislative work, in conjunction with other EESC departments, the Commission, Council and European Parliament, and with relevant representatives of European civil society.

In particular, the NAT Section is a body of 98 EESC members and its secretariat is a team of 15 members of staff working directly with the members of the section, its president and bureau, reporting to a head of unit and to a director for legislative works. The NAT secretariat provides the political and logistical support that members need for pursuing the EESC's policy in the following areas: agriculture, environment, rural development, forestry, fisheries, sustainable food systems, sustainable development, circular economy and climate change. It is organized in two sectors: 1. European Green Deal, sustainable recovery and Agenda 2030 sector and 2.

Sustainable agriculture and food systems, environment and sustainable rural/urban development sector. The secretariat is also responsible for the Sustainable Development Observatory (SDO) which is supported by the first sector, and the Permanent Study Group on Sustainable Food Systems which is supported by the second sector. The END will be assigned to the first sector.





2. Description of tasks:

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

- 1) Collaborating actively with rapporteurs and experts in the drawing-up of opinions and reports including technical preparation and presentation, documentation and information, correspondence and research in areas of responsibility. In particular, the END will supporting in NAT/SDO the work on climate change (UNFCCC COP preparations), just transition and/or the UN Agenda 2030 on Sustainable Development;
- 2) Preparing working documents, speeches, briefings, minutes and background information;
- 3) Collaborating in the planning and organisation of the Section's work program, and contributing to the strategic development of policy areas of responsibility;
- 4) Ensuring outreach and developing contacts with the European institutions, civil society organisations and think tanks concerned by the Section's and SDO's work, as well as fostering synergies with other related bodies within the EESC;
- 5) Organising seminars, conferences, hearings, and other public relations events, including some outside Brussels or online;
- 6) Helping to promote the Committee's work and impact.

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

- 1) To possess 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.

4. Main competences

- 1) Relevant professional experience of at least three years full time in the field of climate change, just transition and/or sustainable development;
- 2) Experience in the organisation of events;
- 3) Good understanding of the functioning of European institutions. An understanding of the EESC's role and activities would be an advantage;
- 4) Very good communication skills, oral and written, and the ability to produce work to a high standard and quickly;
- 5) Strong research and analytical skills;
- 6) Strong planning and organisational skills, ability to prioritise and master complex files;
- 7) Project management skills;
- 8) Strong sense of responsibility;
- 9) 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>