



**VACANCY NOTICE No. CESE/END/REL/02/18 (EN)**  
**concerning ONE position of Seconded National**  
**Expert Administrator level**  
**Directorate A - Legislative planning, relations with**  
**institutions and civil society**  
**Unit REL "Inter-institutional relations and relations**  
**with national ESCs"**

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

<b>Place:</b>	<b>Brussels, Belgium</b>
<b>Head of Unit:</b>	<b>Mrs. Tatiana Adamišová</b>
<b>Duration of secondment:</b>	<b>2 years, renewable</b>
<b>Expected date of secondment:</b>	<b>1 July 2018 (Indicative)</b>
<b>Closing date for receipt of applications by the EESC:</b>	<b>23 April 2018 at noon</b>
<b>Selection procedure:</b>	<b>see point 5 below</b>

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

The Unit "Inter-institutional relations and relations with national ESCs" is a small, but busy unit of 8 colleagues. Our team is creative and dynamic with good working relations. It is responsible for institutional relations with the European Parliament, the Council and the European Council, the Commission and the Committee of the Regions. It establishes close ties with contacts in these institutions and fosters and develops communication between the operational directorates and the institutions. It coordinates the EESC's relations with the network of national EU economic and social councils and promotes initiatives carried out by this network which seek to develop and assist participatory democracy in the framework of European construction.

**2. Description of tasks:**

Under the authority of the head of unit or her delegate, the main tasks of the candidate will consist of:

- Monitoring activities of other institutions, mostly the European Parliament, the European Commission, the Council of the EU and the European Committee of the Regions;
- Monitoring activities of the EESC and providing information to other institutions, on a regular basis or at their request;
- following the cooperation between the European Commission and the EESC in the preparation of the legislative process, participating in inter-institutional meetings and working groups in close cooperation with colleagues from the unit and from consultative works;
- liaising with the national administration of the member state holding the presidency of the Council of the EU in view of its involvement in the political agenda of the EESC. In cooperation with the Cabinet of the EESC president, participating in the preparation of events and meetings in the framework of the presidency of the Council of the EU;
- maintaining active contact with the EESC communication department concerning the web page, social media and other communication tools. Preparing and sending the EESC newsletters to the Members of the European Parliament and the National Economic and Social Councils (ESCs).



**3. Main qualifications:**

- substantial professional and administrative experience, 6 years minimum within a national administration such as a ministry or a national ESC where the candidate will have dealt with complex files at national and international level;
- thorough training in administrative, economic and legal matters or in the field of international relations;
- good command of current IT applications (Microsoft Office);
- marked aptitude for communication, personal contacts and human relations;
- ability to work on one's own;
- a highly responsible person with a well-developed sense of initiative;
- good judgement.

**4. Languages:**

A very good oral and written command of English is required. A good command of French is an asset. Knowledge of other official languages of the European Union is an additional advantage.

**5. Information to applicants and the selection procedure:**

- 1) Applicants should send a motivation letter and a curriculum vitae (based on the Europass model) 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 proposed by their Permanent Representation will not be taken into consideration. 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 proposed by the Permanent Representations within the deadline set on **Monday 23 April 2018 at noon** will be examined by a selection panel composed of representatives of the EESC, in order to establish a short list of candidates to be invited for an interview. No more than three candidates per vacant position will be invited. Interviews for short-listed candidates are planned during the course of May 2018 at the EESC's Brussels offices. Travel and subsistence expenses of invited candidates will be reimbursed on the base of the provisions in force at the EESC. Secondment of the retained candidate will be requested on conclusion of the interviews. The target period for the secondment is 1 July 2018 (indicative), pending successful completion of the administrative procedure.
- 3) All personal data provided by candidates will be dealt with in compliance with regulation (EC) N° 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.**