



VACANCY NOTICE No. CESE/END/NAT/02/17 (EN)
concerning ONE position of Seconded National Expert
Administrator level
Directorate C - Legislative work
Unit NAT Agriculture, Rural Development and Environment

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

Place:	Brussels, Belgium
Head of Unit:	Eric Ponthieu
Duration of secondment:	2 years, renewable
Expected date of secondment:	July 2017 (Indicative)
Closing date for receipt of applications by the EESC:	2 May 2017
Information for applicants and selection procedure:	see point 5 below

1. Description of the unit's mission:

The NAT Section is a body of 95 EESC members and its secretariat is a team of 14 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 comprises a Sustainable Development Observatory (SDO) team of 4-5 colleagues. 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, and climate change.

2. Description of tasks:

Your tasks will require drafting, organisation and research capabilities within the secretariat of the Sustainable Development Observatory (SDO), which is an integrated part of the Unit for Agriculture, Rural Development and the Environment (NAT).

You will deal with the SDO activities linked to one or more of the following EU policies:

- The EU's Sustainable Development Strategy,
- Climate Change and
- Circular Economy

You will report to the head of the NAT unit and will carry out the following tasks:

- contribute to political contents of seminars, conferences, hearings and other public relations events;
- collaborate with rapporteurs and experts in preparing and drafting opinions and information reports, participate in programming and organising the Unit's work program, attend internal meetings, draft background notes, briefings and minutes;
- provide assistance to various working groups;
- establish contacts with European institutions and civil society organisations that are relevant to your work; contribute to the dissemination of and information on sustainability' issues, including visitors briefings, contacts with external stakeholders, drafting press releases and leaflets, using social media, etc.



3. Main qualifications:

- 1) To possess a university degree;
- 2) Relevant professional experience of at least 3 years in the field of Sustainable Development;
- 3) Relevant professional 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 2017** 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 the end of May/beginning of June 2017 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 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>