



VACANCY NOTICE No. CESE/END/TEN/01/18 (EN)
concerning ONE position of *Seconded National Expert*
(M/F)
(administrator level)
Directorate B – Legislative Works
Unit B 2 TEN - Transport, Energy, Infrastructure and the
Information Society

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

Place:	Brussels
Head of Unit:	Ms Birgit Fular
Duration of secondment:	2 years, renewable
Expected date of secondment:	May 2018
Closing date for receipt of applications by the EESC:	16 March 2018 (cob)
Information for applicants and selection procedure:	see point 5 below

1. Description of the unit's mission:

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.

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. Main qualifications:

- To possess a university degree;
- Relevant professional experience of at least three years full time in the field of transport, energy and more particularly in the area of digital;
- Experience in the organization of events;
- Good understanding of the functioning of European institutions, the EESC, its role and its activities;
- A good knowledge of standard office tools;
- 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 modelⁱ) 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 16th March 2018 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 April 2018 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 June 2018, 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.

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