



VACANCY NOTICE No CESE/END/B2-TEN/05/2024 (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 161/24 A](#),
laying down rules on the secondment of national experts to
the EESC

Place:	Brussels
Head of Unit:	Beatriz Porres
Duration of secondment:	2 years, renewable
Expected date of secondment:	January 2025 (indicative)
Closing date for receipt of applications by the EESC:	14 October 2024 at noon (Brussels time)
Information for applicants and selection procedure:	see point 6 below

1. Description of the unit's mission

The unit's 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 (Transport, Energy, Infrastructure and the Information Society), 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 advisors 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 been employed by an international, national, regional or local public or quasi-public institution, on an established or contracted basis, for at least 12 months and remain in the service of this employer throughout the period of secondment;
- Have at least three years' full time professional experience within administrative, scientific, technical, advisory or supervisory functions where important files were treated at national or international level.





4. Main qualifications required

- Solid professional experience in the field of telecommunications, data infrastructure, EU space policy, network and Information security and infrastructures, and the European Digital Agenda;
- Good understanding of the functioning of European institutions, the EESC, its role and its activities;
- Experience in the organisation of events;
- Good written and spoken communication skills;
- Good knowledge of standard office tools.

5. Languages

- A very good oral and written command of English is required (minimum C2 level of the [Common European Framework of Reference for Languages](#))
- A good knowledge of French and another EU language would be appreciated (minimum B2 level of the [Common European Framework of Reference for Languages](#))

6. Information to applicants and the selection procedure

- 1) Applicants should send a covering 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 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 14 October 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 October 2024 at the EESC's Brussels offices or via Teams (for candidates from abroad). 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 January 2025, 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.

