



European Economic  
and Social Committee

**VACANCY NOTICE No CESE/END/B2-TEN/01/2025**

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 3 of  
[Decision No 161/24 A](#) laying down rules on the  
secondment of national experts to the EESC

Temporarily seconding national experts to the European Economic and Social Committee (EESC) enriches the experts' careers, contributes to policy coordination, helps the national authorities operate more efficiently and provides the EESC with a range of expertise.

**For the seconded national experts (SNEs)**, secondment is a unique opportunity to acquire valuable experience in the European institutions (and specifically at the EESC), to broaden their professional skills and to develop an international network of contacts. This experience fosters better understanding of European policies and enhances career prospects.

**For the national authorities**, the secondment of national experts strengthens their ties with the European institutions (particularly the EESC) and ensures more effective coordination of national and European policies. Whichever institution they are seconded to, SNEs are involved in shaping European policies and so contribute to the development of the European Union. They also play a role in ensuring that all Member States are represented and a wide range of languages are used within the institution. When they return to their own authorities, SNEs bring added value thanks to their experience and in-depth knowledge of how the EU works. This input will enable the national authorities to operate more efficiently.

**For the EESC**, secondment enables it to benefit from the SNEs' expertise and knowledge, thereby enriching the Committee's work and opinions. The range of views brought by the national experts and their often-detailed knowledge of the situation in their own Member State help convey the interests of Member States more effectively and contribute to more balanced decision making.

**Place:**

**Brussels**

**Head of Unit:**

**Beatriz Porres**

**Duration of secondment:**

**2 years, renewable**

**Expected date of secondment:**

**May/June 2025 (indicative)**

**Closing date for receipt of applications by the EESC:**

**17 March 2025 at noon (Brussels time)**

**Information for applications 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). The unit therefore works with other EESC secretariat services and is 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:

- work with the rapporteurs and advisors on the preparation of opinions and reports, including technical drafting and presentation, documentation and information, correspondence and research in the field of responsibility;
- develop appropriate contacts with the presidencies of the Council of the European Union, the European institutions and civil society organisations concerned by the Committee's work;
- contribute to the planning and organisation of the section's work programme and the strategic development of the relevant policy areas;
- draft working documents, briefings, reports, introductory memos, minutes and publications;
- organise and take part in seminars, conferences, hearings and other public relations events, including some outside Brussels;
- help promote the Committee's work and improve distribution and communication of the key facts in documents adopted by the Committee, notably via the internet, publications and the organisation of 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 17 March 2025** 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 March 2025 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 May/June 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.**

