



**VACANCY NOTICE No CESE/END/B1-REX/07/2024 (EN)**

concerning ONE position of Seconded National Expert (M/F)  
(administrator level)

**Directorate B - Legislative Work**

**Unit B.1 REX - External Relations**

Selection procedure under Article 2 of [Decision No 161/24 A](#),  
laying down rules on the secondment of national experts to  
the EESC

<b>Place:</b>	<b>Brussels</b>
<b>Head of Unit:</b>	<b>Tzonka Iotzova</b>
<b>Duration of secondment:</b>	<b>2 years, renewable</b>
<b>Expected date of secondment:</b>	<b>March 2025 (indicative)</b>
<b>Closing date for receipt of applications by the EESC:</b>	<b>16 December 2024 at noon (Brussels time)</b>
<b>Information for applicants and selection procedure:</b>	<b>see point 6 below</b>

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

The 'External Relations' Unit comprises a team of 20 members of staff working directly with the members of the External Relations Section, its president and the EESC president, and reporting to a head of unit and to the Director for Legislative Work. We provide the political advice and administrative support that Committee members need to carry out the activities stemming from the EU's foreign and security policy, EU trade policy and development policy. We also work on the geopolitical dimension of other EU internal policies such as green and energy transition and migration. We support the EESC president and section members in their contacts with the European Commission, the Council, the European Parliament, other EU institutions and agencies, international organisations, national and third countries' authorities and organised civil society from the EU and third countries. We support the work of European civil society in the Domestic Advisory Groups created by the new generation trade agreements and develop contacts with civil society and the social partners in third countries.

The REX section works with different regions of the world, such as the Mediterranean, the ACP (Africa, Caribbean and Pacific) countries, the Western Balkans, the countries covered by the Eastern Partnership policy, the UK, the European Economic Area and Türkiye as well as with the USA and Canada, Latin America and Asian economies like Japan, South Korea, Singapore or Vietnam. Depending on the region, the work of REX is organised in bilateral bodies like Joint Consultative Committees, Civil Society Platforms, Round Tables etc., or in internal specialised bodies such as Follow-up Committees, which like all others, are in permanent contact with their non-EU counterparts.

The unit works closely with other EESC departments, the European External Action Service, the Commission, the Council and the European Parliament, and with relevant international organisations and stakeholders.





## 2. Description of tasks

Under the supervision of the Head of Unit, the seconded national expert will be responsible for planning and research tasks. This will include in particular:

- Collaborating with rapporteurs and experts on the preparation of EESC opinions and reports;
- Organising the activities of the permanent bodies of the EESC External Relations Section, meetings and missions, giving guidance and providing advice to members, drafting of background notes and briefings, ensuring regular contacts with other institutions, EU and international stakeholders;
- Developing and maintaining contacts with the European institutions, civil society organisations and think tanks relevant to the section's work;
- Organising seminars, conferences, hearings and other public events, including away from Brussels, as well as virtual or hybrid events;
- Helping to promote the EESC's work and improve distribution and communication of the key policy recommendations of the EESC, notably vis-à-vis the EU co-legislators.

## 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.

## 4. Main qualifications required

- Relevant professional experience of at least three years full time in one or more of the following fields: international relations, international trade, development, humanitarian aid, sustainable development;
- Good understanding of the functioning of European institutions. An understanding of the EESC's role and activities would be an advantage;
- Very good communication skills, oral and written, and the ability to produce work to a high standard and quickly;
- Strong research and analytical skills;
- Strong planning and organisational skills, ability to prioritise and master complex files;
- Strong sense of responsibility;
- Good knowledge of standard Office tools.

## 5. Languages



- A good command of English, both oral and written, is required (minimum C2 level of the [Common European Framework of Reference for Languages](#))
- A satisfactory knowledge of another EU or non-EU language is an advantage.

## 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 16 December 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 January 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 March 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.**

