



**VACANCY NOTICE No. CESE/END/ECO/04/17 (EN)**  
concerning ONE position of Seconded National  
Expert Administrator level

Directorate B - Legislative works

Unit ECO "Economic and Monetary Union, Economic  
and Social Cohesion"

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

<b>Place:</b>	<b>Brussels, Belgium</b>
<b>Head of Unit:</b>	<b>Mr Gilbert Marchlewitz</b>
<b>Duration of secondment:</b>	<b>2 years, renewable</b>
<b>Expected date of secondment:</b>	<b>First semester 2018</b>
<b>Closing date for receipt of applications by the EESC:</b>	<b>1 December 2017 cob</b>
<b>Information for applicants and selection procedure:</b>	<b>see point 5 below</b>

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

The "Economic and Monetary Union and, Economic and Social Cohesion" Unit comprises a small team of 10 very capable and motivated colleagues with excellent working relations. We work directly with the ECO Section's President, its Bureau and Members as well as the President of the Committee, under the supervision of the Head of Unit and the Director for Legislative Works. We provide the political and logistical support that Members need for pursuing the EESC's legislative work in policy areas such as Economic and Monetary Union, financial and capital markets, taxation, EU budget and own resources, cohesion and urban policy, and statistics, in conjunction with other EESC units, the Commission, Council and European Parliament, and with relevant representatives of civil society.

**2. Main areas of responsibility:**

Seconded National Expert working at administrator level responsible for advisory duties and tasks, especially in relation to policies fostering European economic integration and cohesion, within the Unit for "Economic and Monetary Union, Economic and Social Cohesion"(ECO) on the basis of general directives from and under the authority of the head of unit, in particular:

- Assisting ECO Section members, study group presidents and the Section president in organising meetings and debates especially in relation to policies fostering European economic integration and cohesion;
- Collaborating with EESC rapporteurs and experts in the drafting of EESC opinions and reports and the preparation of documents especially in relation to policies fostering European economic integration and cohesion;
- Collaborating in the planning and organisation of the unit's work, drafting working papers, speeches, introductory memos and reports especially in relation to policies fostering European economic integration and cohesion ;
- Helping to organise seminars, conferences, hearings, and other public relations events, including away from the Committee premises, especially in relation to policies fostering European economic integration and cohesion ;



- Developing and maintaining appropriate contacts with the European institutions, the European Central Bank, the supervisory authorities, national authorities and civil society organisations concerned by the Section's work especially in relation to policies fostering European economic integration and cohesion;
- Helping to promote the Committee's work especially in relation to policies fostering European economic integration and cohesion, and improve dissemination and communication of the key facts in documents adopted by the Committee.

**3. Main qualifications:**

- A university degree in the area of economics or similar and at least 2 years of full time working experience in a position relating to policies fostering European economic integration and cohesion, preferably in a ministry, central bank, or related body. Longer work experience in this area is an asset;
- Experience in working with European institutions and some knowledge as regards the wider range of EU policies fostering European integration is an additional advantage;
- Good knowledge of current IT applications (Microsoft Office). Social Media skills are an additional advantage;
- Ability to prioritise and master complex files;
- Good communication skills (spoken and written);
- Ability to work as part of a team.

**4. Languages:**

A very good oral and written command of English or French is required. A good command of both languages is an important additional asset. Knowledge of other official languages of the European Union is an additional advantage.

**5. Information to applicants and the selection procedure:**

- 1) Applicants should send a motivation 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 proposed by their Permanent Representation will not be taken into consideration. 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 proposed by the Permanent Representations within the deadline set of 1 December 2017 will be examined by a selection panel composed of representatives of the EESC, in order to establish a short list of candidates to be invited for an interview. No more than three candidates per vacant position will be invited. Interviews for short-listed candidates are planned during the course of December 2017 or beginning of January 2018 at the EESC's Brussels offices. Travel and subsistence expenses of invited candidates will be reimbursed on the base of the provisions in force at the EESC. Secondment of the retained candidate will be requested on conclusion of the interviews. The target period for the secondment is first semester of 2018, pending successful completion of the administrative procedure.
- 3) All personal data provided by candidates will be dealt with in compliance with regulation (EC) N° 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.**



Our aim is to be recognised as reliable partners delivering appropriate and effective responses on respect, trust and professionalism. We are always available to help out: we base our decisions and actions in accordance with the rules, we are coherent and proactive, and we work together constructively as a team. We want to provide the General Secretariat with the skilled and motivated people it requires and create the environment which allows all EESC staff develop a fulfilling career.