



European Economic and Social Committee

Vacancy notice reference CESE/END/ECO/2013-REV (EN)
concerning **ONE** position of **Seconded National Expert (M/F)**
of **Administrator level**
in Unit **"Economic and Monetary Union, Economic and Social Cohesion"**

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

Directorate :

Unit :

Place :

Head of Unit :

Duration of secondment :

Target start of secondment :

Closing date for receipt of applications by the EESC:

Information to applicants and selection procedure:

Consultative Works " A" (DTCA)

Economic and Monetary Union, Economic and Social Cohesion

Brussels, Belgium

Mr. Gilbert MARCHLEWITZ

2 years

Second semester of 2013

31st MAY 2013

see point 4

1. 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.

2. 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).
- Ability to prioritise and master complex files.
- Good communication skills (spoken and written).
- Ability to work as part of a team.

(Vacancy notice CESE/END/ECO/2013-REV – *continued*)

3. 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.

4. Information to applicants and 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 set deadline of **31st May 2013** 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 for June/July 2013 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. Tentative target date for the start of the secondment : **second semester of 2013**, pending successful completion of the administrative procedure.

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 takes care to avoid any form of discrimination.
