



**VACANCY NOTICE No. CESE/END/VIP/01/17 (EN)**  
concerning ONE position of *Seconded National Expert*  
(M/F)  
(administrator level)  
Department D - Communication  
Unit D.2 – VISITS AND PUBLICATIONS (VIP)

*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>Eleonora Di Nicolantonio</b>
<b>Duration of secondment:</b>	<b>2 years, renewable</b>
<b>Expected date of secondment:</b>	<b>1/11/2017</b>
<b>Closing date for receipt of applications by the EESC:</b>	<b>31/05/2017</b>
<b>Information for applicants and selection procedure:</b>	<b>see point 5 below</b>

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

*The VIP Unit is looking for a person capable of handling and managing EESC events, especially cultural activities. The person will also be involved in major EESC events at different levels.*

**2. Description of tasks:**

*Under the supervision of the Head of Unit, the main tasks would be:*

- Assist the Unit in the organisation of events, including cultural activities (exhibitions, concerts, book presentations, ...)*
- Under the supervision of the Head of Unit, be responsible for the planning, organisation and follow-up of approved events and set up a framework for their coordination*
- Be responsible for the production of the information material linked to the event (brochures, flyers,..) as well as writing texts, including texts for the web and social media*
- Manage projects and be able to work in a team.*
- Manage the invitations and the data base contacts for the approved events, including cultural events.*
- Ensure the promotion of the events, also via the website and the social media.*
- Ensure the follow-up of the events, with satisfaction surveys, statistics, as well as evaluation reports.*
- Contribute to the Communication annual work programme and strategy.*
- Develop a contact network at the inter-institutional, local and European level, in order to promote partnerships in the organisation of events, particularly for cultural activities.*



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**3. Main qualifications:**

- 1) university degree holder;
- 2) *Relevant professional experience in the field of events organization is essential; experience in the cultural field would be an asset. The applicant should be able to work independently as well as in a team. Excellent organizational, editing and communication skills (both orally and in writing) are required for the position.*
- 3) *Versatility, flexibility, capacity to manage complex projects in short delays, initiative and sense of human relations as well as strong sense of responsibility.*
- 4) *Good understanding of the functioning of the European institutions, the EESC, its role and its activities;*
- 5) *Good knowledge of standard office tools and willingness to learn other applications used by the EESC. Knowledge of Microsoft Dynamics would be an asset.*
- 6) *Good knowledge of the main social media (Twitter, Facebook, Instagram)*

**4. Languages:**

*A very good knowledge of English and a good knowledge of French are required. Knowledge of another EU language is an asset.*

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

*1) Applicants should send a covering letter and a curriculum vitae (based on the Europass model<sup>1</sup>) to 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 **31/05/2017** 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 June 2017 at the EESC's Brussels offices. Travel and subsistence expenses of invited candidates will be reimbursed in line with the provisions in force at the EESC. 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 November 2017, 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 prevents any form of discrimination.***

<sup>1</sup> <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>