



**VACANCY NOTICE CESE/END/D1-PRE/02/2019 (EN)**

concerning ONE position of Seconded National Expert of Administrator level

Department D - Communication

Unit D 1-Press (PRE)

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

<b>Place:</b>	<b>Brussels, Belgium</b>
<b>Head of Unit :</b>	<b>Ewa Haczyk-Plumley</b>
<b>Duration of secondment:</b>	<b>2 years, renewable</b>
<b>Tentative target start for secondment:</b>	<b>January 2020</b>
<b>Closing date for receipt of application by the EESC:</b>	<b>7<sup>th</sup> October 2019 at noon (Brussels time)</b>
<b>Information to applicants and selection procedure:</b>	<b>see point 5</b>

**1. Description of the Unit activities:**

The Press Unit is responsible for relations with the media. This includes Brussels-based journalists as well as media in the Member states. While around 5000 subscribers receive the EESC Newsletter and EESC press releases, press conferences and other press activities such as press meetings are also organised. Media coverage of plenary sessions and other relevant meetings and events is also the unit's responsibility. The Press Unit takes charge of the EESC's audio-visual policy, including the overall organisation of the photographer services.

**2. Main areas of tasks:**

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

- helping to promote the main policy positions of the EESC in close cooperation with the Head of the Press unit, relevant sections, groups, Vice-President and the President's private office by means of information and communications tools aimed at the media;
- contributing to preparation, conception and realisation of communication material targeting media, including press and web articles, on the EESC's key opinions;
- contributing to the production of the EESC monthly newsletter;
- contributing to preparation of events to enrich and increase the visibility of the EESC in the European media landscape and in Member states.

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### **3. Main qualifications:**

- a university degree;
- relevant professional experience of minimum 3 years (full time) in the field of communication and/or as a press officer;
- experience in the field of events' organisation;
- a good understanding of the EU institutions, the EESC policies and its Members' role and activities;
- a good knowledge of standard office tools;
- good written and verbal of communication skills;
- track record of working with the media will be considered as an asset;
- experience in social media and audio-visual techniques will also be considered as an asset.

### **4. Languages:**

A good command of English and French is required. Knowledge of other EU languages would be an asset.

### **5. Information for the applicants and selection procedure:**

- 1) Applicants should send a covering letter and a curriculum vitae (based on the Europass model<sup>i</sup>) to the Office of the Permanent Representation (PR) 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 applicants will be individually informed of the outcome of their application once the selection process has been finalised. In the meantime, they should not contact directly or indirectly members of the selection panel or representatives of the Human Resources and Finance Directorate.
- 2) Applications put forward by the Permanent Representations within the deadline set of 7<sup>th</sup> October 2019 at noon (Brussels time) 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 will be invited. Interviews for short-listed candidates are planned for the second half of October 2019 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 through the usual procedure, via the PR. The date of the secondment, which is expected to start in January 2020, 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 2018/1725](#) of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

***The EESC applies a policy of equal opportunities and prevents any form of discrimination.***

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