



VACANCY NOTICE No. CESE/END/C1-NAT-03-19 (EN)

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

Directorate C **Legislative work**

Unit NAT **Agriculture, Rural Development and Environment**

Selection procedure under Article 2 of Decision [263/12A](#), governing the secondment of national experts to the EESC

Place:	Brussels
Head of Unit:	Eric Ponthieu
Duration of secondment:	2 years, renewable
Expected date of secondment:	March 2020 (indicative)
Closing date for receipt of applications by the EESC:	2 December 2019 at noon (Brussels time)
Information for applicants and selection procedure:	see point 6 below

1. Description of the unit's mission

Who we are:

Part of Directorate C (Legislative work), we are a dynamic team of 14 people operating as the policy and administrative secretariat to the EESC NAT Section, a body of 95 EESC members coming from all sectors of civil society and Member States. Our team works directly with the members of the section, its president and bureau. The successful candidate will have the opportunity to work for the Sustainable Development Observatory (SDO), as member of a team of 4-5 colleagues within the NAT unit.

What we do:

We provide the political and logistical support and guidance that members need for designing and pursuing EESC policies under NAT competences: agriculture, bio-economy, circular economy, climate change, environment, fisheries, forestry, rural development, sustainable development and sustainable food systems.

The EESC is an important actor in the field of sustainable development. We are in the privileged and unique position of operating at the interface between civil society, governments and EU institutions, and thus can act as a genuine sustainable development watch.

What we offer:

- a friendly, dynamic working environment where a sense of initiative, creativity, flexibility and team spirit are highly valued;
- the opportunity to work in a unit directly involved in political activities at the heart of the EESC's work and mission;
- a genuine opportunity to build and boost networks of contacts in EU institutions and civil society
- access to great in-house and Commission vocational training; and
- Work-life balance arrangements: flexible working hours and telework.



2. Description of tasks:

You will work for the Sustainable Development Observatory (SDO).

SDO-related policy files:

- Sustainable Development Goals, 2030 Agenda,
- Climate Change and
- Circular Economy

You will report to the head of the NAT Secretariat and will carry out the following tasks:

- 1) contribute to political contents for seminars, conferences, hearings and other public relations events;
- 2) collaborate with rapporteurs and experts in preparing and drafting EESC opinions and information reports;
- 3) participate in programming and organising the Unit's work program, attend internal meetings, draft background notes, briefings and minutes;
- 4) provide assistance to various working groups;
- 5) establish relevant contacts with European institutions and civil society organisations;
- 6) contribute to the dissemination of and information on sustainability' issues, including visitors briefings, contacts with external stakeholders, drafting press releases and leaflets, using social media, etc; and
- 7) Ad hoc policy support to the Director.

3. Eligibility criteria on the date of submission of the application

- 1) To possess a university degree;
- 2) Having worked for an employer on a permanent or contract basis for at least 12 months and to remain in the service of that employer throughout the period of secondment;
- 3) Relevant professional experience of 3 years in the field of Sustainable Development;
- 4) Experience in the organisation of events; and
- 5) Good understanding of the functioning of European institutions. An understanding of the EESC role and activities would be an advantage.

4. Main competences

- 1) Very good communication skills, oral and written, and the ability to write quality outputs at pace;
- 2) Strong research and analysis skills;
- 3) Strong planning and organising skills;
- 4) Project-management skills; and
- 5) A good knowledge of standard office tools.



5. Languages

A very good command of English¹ and a good knowledge of French², both oral and written, are required. A satisfactory knowledge of another EU language is an advantage.

6. Information to applicants and the selection procedure

- a) Applicants should send a covering letter and a curriculum vitae (based on the Europass model³) 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 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.
- b) Applications put forward by the Permanent Representations within the deadline set of **2 December 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 per vacant position will be invited. Interviews for short-listed candidates are planned for December 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 once the interviews have taken place. The dates of the secondment, which is expected to start in March 2020, will be confirmed once the administrative procedures have been completed.
- c) All personal data provided by candidates will be dealt with in compliance with [Regulation \(EU\) No 2018/1725 of 23 October 2018](#) of the European Parliament and of the Council on the protection of natural persons 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 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.

¹ Minimum C2 level of the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

² Minimum B2 level of the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

³ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>