

VACANCY NOTICE No. **22/C/25/FGII/EESC**  
concerning a contract agent job  
in the function group II (FGII)  
Directorate B – Legislative work  
Unit B.1\_REX – External relations

Closing date for applications: **15/04/2025 at 12 noon (Brussels time).**

**1. Vacancy: FGII – Contract agent (duration of contract: 6 months)**

**2. Duties:**

Under the authority of the Head of Unit, the contract agent will be responsible for carrying out the following tasks:

- Prepare, organise and provide logistical back-up for the work of study groups, sections, public hearings and for meetings both in Brussels and outside headquarter, including non-EU countries.
- Implement and apply administrative rules, instructions, procedures and operations governing the running of internal and external meetings, in particular the Rules of Procedure.
- Provide administrative and organisational assistance in the preparation of opinions.
- Finalise the layout and formatting of the documents for meetings (study groups, sub-committees, sections, plenary sessions, etc.) and have them translated.
- Handle contacts with EESC's members, other services of the Committee, officials of other institutions, civil society organisations and other external actors.
- Prepare meeting authorisation requests to the CAF/EESC Bureau/President and notes for the Authorising Officer in relation to Members' reimbursement.
- Create and update webpages, prepare tweets.
- Carry out research (archives, Internet, EU and other databases);
- Various secretarial duties.

**Who we are:**

The "External Relations" Unit comprises a team of 20 Members of staff working directly with the Members of the External Relations Section, its President and the EESC President, and reporting to a Head of Unit and to a Director for Legislative Works. We provide the political advice and administrative support that Members need for pursuing the activities originating from EESC's external relations policy, including international trade and development. We also work on the geopolitical dimension of other EU internal policies such as energy, migration, digital and green transition. We support the EESC President and section members in their contacts with the European Commission, the Council, the European Parliament, other EU institutions and agencies, international organisations, national and third countries' authorities and with organised civil society. We support the work of the European civil society in the Domestic Advisory Groups, created by the new generation trade agreements and we develop contacts with civil society and social partners in third countries.

The unit works closely with other EESC departments, with the European External Action Service, European Commission, Council and European Parliament, and with relevant international organisations and stakeholders.

### **What we offer:**

*With around 700 staff and 329 members, the EESC is a human-centred institution with a flat management structure that puts staff well-being at the heart of its priorities. The EESC, as an employer, is committed to diversity and inclusion, and has put in place a diversity and inclusion strategy. We are proud of our diverse teams, which drive our success.*

*The EESC encourages applications from candidates of all backgrounds  
We offer:*

- a stimulating and dynamic working environment where initiative, flexibility and team spirit are valued;*
- the opportunity to work in a Unit directly involved in the political activities which constitute the core of the EESC's work and its purpose;*
- a possibility to get acquainted with a wide range of EU policies and to work with a number of international stakeholders;*
- a wide range of inter-institutional training courses, in addition to on-the-job training;*
- flexible working hours and teleworking opportunities based on established arrangements.*

### **3. Qualifications required:**

*On the closing date for applications, candidates must meet the conditions set out below:*

#### *a) Eligibility requirements:*

- be a national of one of the European Union (EU) Member States and enjoy full rights as a citizen<sup>1</sup>;*
- have fulfilled any obligations imposed by national laws concerning military service;*
- fulfil the physical fitness conditions required for the performance of the duties involved<sup>2</sup>;*
- be below retirement age, which is, for officials and agents of the EU, set at the end of the month in which the age of 66 is reached;*
- have a level of post-secondary education of at least 3 years attested by a diploma<sup>3</sup> or a diploma of secondary education giving access to higher education and at least 3 years of equivalent professional experience;*
- thorough knowledge of one of the languages of the European Union (EU) and a satisfactory knowledge of another official language of the EU. For operational reasons, sound knowledge of both English and French is required;*
- be registered in [EPSO](#)'s CAST P database in a FGII<sup>4</sup> profile relevant for the job before the end of the application period and – in case of being chosen for the post – having succeeded the tests<sup>5</sup>.*

---

<sup>1</sup> Prior to the engagement, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record.

<sup>2</sup> Prior to engagement, the successful candidate will be examined at one of the EU medical centres in order to confirm that the candidate meets the requirements of Article 12(d) of the CEOS.

<sup>3</sup> Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the said Member States will be taken into consideration.

<sup>4</sup> Please note that you are required to register for a CAST P selection of the FGII even if you are registered for a CAST P selection of another FG.

<sup>5</sup> Candidates shortlisted for an interview will be invited to the CAST P tests of a FGII relevant profile if they haven't been tested yet.

*If the eligibility criteria set out in point 3 a) have been met, candidates' applications, including CV and covering letter, will be assessed on the basis of the selection criteria below:*

*b) Selection criteria:*

- good command of current IT applications (Microsoft Office) and knowledge of or ability to learn other more specific applications;*
- knowledge or interest in modern communication media;*
- good organisational skills;*
- sense of responsibility;*
- ability to work independently and as a member of a team;*
- willingness to take initiatives;*
- ability to deal with a heavy workload from time to time.*

**4. How to apply:**

- Applications should be sent using the on-line form to be found at the following link:  
<https://candform.eesc.europa.eu/en/dashboard>;*
- On-line applications must be submitted no later than midday, Brussels GMT + 1 of the deadline date stated above;*
- All candidates should attach a [Europass CV](#) and motivation letter in English or French;*
- In case of technical problems, please either send a mail to the following address:  
[recrutementcarriere@eesc.europa.eu](mailto:recrutementcarriere@eesc.europa.eu).*