



European Economic
and Social Committee

VACANCY NOTICE No CESE/END/C3-INT/02/2025 (EN)
concerning ONE position of Seconded National Expert (M/F)
(administrator level)

Directorate C – Legislative Works

Unit Single Market, Production and Consumption

Selection procedure under Article 3 of [Decision No 161/24 A](#),
laying down rules on the secondment of national experts to
the EESC

Temporarily seconding national experts to the European Economic and Social Committee (EESC) enriches the experts' careers, contributes to policy coordination, helps the national authorities operate more efficiently and provides the EESC with a range of expertise.

For the seconded national experts (SNEs), secondment is a unique opportunity to acquire valuable experience in the European institutions (and specifically at the EESC), to broaden their professional skills and to develop an international network of contacts. This experience fosters better understanding of European policies and enhances career prospects.

For the national authorities, the secondment of national experts strengthens their ties with the European institutions (particularly the EESC) and ensures more effective coordination of national and European policies. Whichever institution they are seconded to, SNEs are involved in shaping European policies and so contribute to the development of the European Union. They also play a role in ensuring that all Member States are represented and a wide range of languages are used within the institution. When they return to their own authorities, SNEs bring added value thanks to their experience and in-depth knowledge of how the EU works. This input will enable the national authorities to operate more efficiently.

For the EESC, secondment enables it to benefit from the SNEs' expertise and knowledge, thereby enriching the Committee's work and opinions. The range of views brought by the national experts and their often-detailed knowledge of the situation in their own Member State help convey the interests of Member States more effectively and contribute to more balanced decision making.

Place:

Brussels

Head of Unit:

Alice Tétu

Duration of secondment:

2 years, renewable

Expected date of secondment:

septembre/octobre 2025 (indicative)

Closing date for receipt of applications by the EESC:

20 June 2025 at noon (Brussels time)

Information for applicants and selection procedure:

see point 6 below





1. Description of the unit's mission

We are a dynamic team of 14 people providing, in Directorate C (Legislative work), the political and administrative secretariat of the EESC INT section, a body composed of around 125 Committee members from all sectors of civil society and the Member States. We work in direct contact with the members of the section, its president and its bureau. The successful candidate will also have the opportunity to work on horizontal topics in cooperation with the other sections of the Committee and the CCMI (Industrial Transfers) unit.

The INT section deals with a wide range of policies affecting industry, competition, consumer protection, research and innovation, small and medium-sized enterprises, social economy enterprises as well as the digital economy and society and the single market in general. We provide members with the necessary strategic and logistical support and advice to enable them to design and implement activities and initiatives related to the work of the section.

2. Description of tasks

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

- Contribute to the development of the unit's work programme in the area(s) of responsibility.
- To analyse the European Commission's work programme, the priorities of the Council Presidency and the activities of the European Parliament and to monitor how these elements are taken into account in the section's work programme. Identify and monitor the progress of key files for the unit and keep line managers informed of the latest developments.
- Carry out political analyses for the rapporteur and the study group in relation to the subject covered by the opinion.
- Identify key persons within the EC, the EP and other institutions or other relevant stakeholders. Propose working meetings, including stakeholder consultation meetings, to the rapporteur. Organize, participate in and follow up on these meetings.
- Collaborate with rapporteurs and members on the preparation and drafting of EESC opinions, evaluation reports and information reports.
- Develop a plan to ensure effective follow-up of the opinion and its impact on the legislative process through meetings with EP rapporteurs and other stakeholders.
- Analyse the impact of the opinion and provide the rapporteur with information on the follow-up of the opinion included in the relevant legislation.
- Participate in the organisation and follow-up of meetings by preparing invitations, agendas and reference documents, managing amendments, drafting summaries and coordinating communication with the press service and the social media team.
- Organise and coordinate events and missions, including programme preparation, logistical aspects, speeches and briefings and follow-up.
- Coordinate study requests, host delegations, represent the unit in working groups and carry out strategic coordination tasks within the Directorate.

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

- Have a university degree;
- Have been employed by an international, national, regional or local public or quasi-public institution, on an established or contracted basis, for at least 12 months and remain in the service of this employer throughout the period of secondment;



- Have at least three years' full time professional experience within administrative, scientific, technical, advisory or supervisory functions where important files were treated at national or international level.

4. Main qualifications required

- Very good communication skills, both oral and written, and ability to write quality contributions quickly.
- Excellent analytical and research skills.
- Excellent planning and organisational skills.
- Project management skills.
- Mastery of standard office automation tools.
- Good knowledge of the functioning of the European institutions, the EESC, its role and activities.

5. Languages

- A very good oral and written command of English is required (minimum C2 level of the [Common European Framework of Reference for Languages](#))
- A good knowledge of French and another EU language would be appreciated (minimum B2 level of the [Common European Framework of Reference for Languages](#))

6. Information to applicants and the selection procedure

- 1) Applicants should send a covering 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 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 **12 noon (Brussels time) on 20 June 2025** 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/July 2025 at the EESC's Brussels offices or via Teams (for candidates from abroad). 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 September/October 2025 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 \(EU\) 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. A data protection notice detailing how the EESC processes candidates' personal data in the context of selection and secondment of national experts is available on the [EESC website](#).

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,



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race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.

