



**VACANCY NOTICE No CESE/END/D2-VIP/01/2026**

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

**Directorate D – Communication and Interinstitutional  
Relations**

**Unit D.2 VIP - Visits and Publications**

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.

<b>Place:</b>	<b>Brussels</b>
<b>Head of Unit:</b>	<b>Jakub SZUMIELEWICZ</b>
<b>Duration of secondment:</b>	<b>2 years, renewable</b>
<b>Expected date of secondment:</b>	<b>September/October 2026 (indicative)</b>
<b>Closing date for receipt of applications by the EESC:</b>	<b>17/06/2026 at noon (Brussels time)</b>
<b>Information for applicants and selection procedure:</b>	<b>see point 6 below</b>





### 1. Description of the unit's mission

The VIP unit is made up of two sectors: the **Visits and Events sector** and the **Publications sector**. The two sectors of our unit cover a range of activities, all dealing with the image of our institution and communication with external audiences including the general public.

The **Publications sector** deals with the design and production of **EESC publications** and **graphics products** and guarantee that the **EESC graphic charter** is duly applied in all communication products. The sector is also responsible for managing and distributing **promotional articles** and offers logistical support (material such as roll-ups/banner-ups, publications) for events, outreach activities and visits. We also supply the information points in the EESC's buildings with EESC publications.

The **Visits and Events sector** of the VIP unit is responsible for the **EESC Visitor Service** which also coordinates the **Back to school - Back to University initiative**. The sector is also responsible for organising several important EESC events. These include major events such as the inter-institutional EU Open Day and the flagship youth event **Your Europe Your Say!**. **Art and Culture** initiatives are also organised and overseen by the sector.

### 2. Description of tasks

The VIP Unit is looking for a person capable of handling and managing EESC communication events. The person will be involved in organising two of the EESC's communication annual flagship events, various cultural activities at a regular pace, and supporting the management of EESC's Visitor service, when necessary, with a strong focus on outreach, stakeholder engagement and network-building.

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

- Assist the Unit in the organisation of events, including communication support to events organised by other EESC services, contributing to their outreach and visibility.
- Under the direct supervision of the Head of Sector, be responsible for the planning, organisation and follow-up of approved events, ensuring strong audience engagement and impact.
- Be responsible for the preparation and management of the information and promotional material linked to the event: invitations, briefings, speeches, memos, social media content, web content, with a view to strengthening engagement across digital channels.
- Support the head of sector in other areas, such as cultural events, group visits, events organised by other services.
- Ensure the follow-up of the events, with satisfaction surveys, statistics, as well as evaluation reports, including analysis of outreach and engagement results.
- Develop a contact network at the inter-institutional and European level, in order to promote partnerships in the organisation of events and contribute to building a strong network of stakeholders and collaborators.

### 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

- Relevant professional experience in the field of events organisation is essential; experience in the cultural field would be an asset.
- Demonstrated ability in outreach activities, stakeholder engagement and network-building at institutional or European level would be a strong asset.
- Be able to work independently as well as in a team.
- Excellent organisational, editing and communication skills (both orally and in writing).
- Versatility, flexibility, capacity to manage complex projects in short delays, initiative and sense of human relations as well as strong sense of responsibility.
- Good knowledge of the main social media (Facebook, Instagram), with the ability to drive engagement and visibility through digital channels.
- Good understanding of the functioning of the European institutions, the EESC, its role and its activities.
- Good knowledge of standard office tools and willingness to learn other applications used by the EESC. Knowledge of Microsoft Dynamics would be an asset.
- Ability to plan, develop and implement a social media campaign would be an asset.

#### 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 is required (minimum B2 level of the [Common European Framework of Reference for Languages](#)).
- Knowledge of another EU language would be an asset.

#### 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 17 June 2026** 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 2026 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 2026 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, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or other family situation.**