



European Economic
and Social Committee

VACANCY NOTICE No **23/T/26/AST-SC1/EESC**
Concerning a temporary agent job
in the **AST/SC function group**
Directorate A – Statutory Bodies and Members'
Working Conditions
Unit A.3.MEM – Members' Working Conditions
Members' Helpdesk Sector

Closing date for applications: **02/06/2026 at 12 noon (Brussels time).**

1. **Vacancy: AST-SC1 – Temporary agent (duration of contract: 4 years¹)**

2. **Duties:**

Temporary agent who, under the authority of the Head of unit and the head of sector, will contribute to:

- providing direct support to EESC members on logistical, administrative and practical issues (both in person, including on site during plenary sessions, and online);
- helping prepare and send out the monthly newsletter and other information bulletins to members ("flash news"), in collaboration with the EESC's operational units;
- preparing financial files and acting as initiating agent in the financial circuit for the reimbursement of representation expenses to the secretary-general and members performing representative functions in line with EESC rules on representation expenses and the EU Financial Regulation;
- liaising with the EESC's travel agency for the purpose of acquiring data and information about members' travel and particularly of the six-monthly establishment of a list of maximum reference prices for flights between Brussels and Europe's main cities;
- helping create or update the unit's intranet pages.

Who we are:

Directorate A provides wide-ranging logistical support for the functioning of the EESC's political activities.

Unit A3 "Working Conditions of Members" is made up of three sectors and its overall aim is to provide effective working conditions for EESC members, alternates, delegates and advisers.

Sector A3.3 – Members' Helpdesk:

- manages the Members' Helpdesk, providing services both from the Members' Helpdesk office (JDE 4060) and online;
- edits the members' newsletter and sends out useful information to members (flash news);

¹ Please note that if you have already had a contract as temporary agent type Art. 2b of the Conditions of employment of other servants of the European Union "[CEOS](#)" at the EESC (no matter what grade), a second contract could be envisaged for a maximum of 2 years. If you have already had two contracts as temporary agent type Art. 2b of the CEOS at the EESC (no matter what grade), you are not eligible.



- liaises with the EESC travel agency and handles all related business, including travel authorisation;
- reimburses representation expenses to EESC office-holding members.

The sector is made up of four assistants and a head of sector reporting directly to the head of unit.

What we offer:

With around 700 staff and 329 members, the EESC offers excellent career opportunities, while remaining 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:

- working in the Members' Helpdesk sector is offering scope for professional and personal development, given the large variety of fields covered. The new colleague will be able to quickly acquire significant professional experience and gain valuable insight into the work carried out in different units in relation to EESC Members;
- the opportunity to work in a sector which is in contact with members and colleagues from other institutions and two committees;
- a wide range of interinstitutional and on-the-job training opportunities;
- flexible working hours and opportunities for teleworking, in line with 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 citizen²;
- have fulfilled any obligations imposed by national laws concerning military service;
- fulfil the physical fitness conditions required for the performance of the duties involved³;
- be below retirement age at the time of entry into service, which is, for officials and agents of the EU, set at the end of the month in which the age of 66⁴ is reached;
- have a level of post-secondary education of at least 3 years attested by a diploma⁵ 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 official EU languages and a satisfactory knowledge of another official language of the EU. For operational reasons, a very good knowledge of English or French is required and the knowledge of the other languages is desirable. Knowledge of other EU languages would also be an asset;

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:

² Prior to the engagement, the successful candidate will be asked to provide a certificate confirming the absence of any criminal record.

³ 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.

⁴ Recruitment is subject to the rules on retirement laid down in the [CEOS](#). Consequently, a contract cannot be extended beyond the end of the month in which the successful candidate reaches the age of 66. Where the maximum duration of the contract foreseen in this vacancy notice exceeds that date, the contract will be terminated at the end of the month the successful candidate reaches the age of 66.

⁵ 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.

b) Selection criteria:

- *experience in financial management (financial initiating agent);*
- *good knowledge of standard IT applications (M365, including Word, Excel, PowerPoint, Teams and SharePoint) and an ability to learn other, more specific applications;*
- *good knowledge of financial applications (e.g. ABAC or SUMMA);*
- *client-oriented attitude, readiness to work with EESC members and to meet their needs by working closely with colleagues from other services in order to provide them with the necessary support;*
- *flexibility and readiness to support the rest of the team in order to ensure a full, rota-based in-person service at the Member's Helpdesk;*
- *capacity to work independently in terms of prioritisation, early identification of potential issues and resolution of sensitive matters;*
- *administrative rigor, precision and eye for detail;*
- *ability to build and maintain constructive working relations with the team;*
- *good organisational skills.*

The selection board, acting within the mandate defined by the authority empowered to conclude contracts, may require candidates to undergo additional tests at any stage of the selection procedure.

4. Summary of recruitment conditions:

- *Indicative starting date: **as soon as possible** (depending on the successful completion of all administrative formalities);*
- *Grade: **AST/SC1** (if you fulfil all necessary conditions), step 1 or 2 – which will depend on the duration of relevant professional experience, calculated on the basis of documents provided in the course of the recruitment process. The duration of this professional experience will thus determine the grade and step and therefore the salary;*
- *Information about basic monthly salaries in the EU institutions can be found in the Official Journal of the European Union : [EUR-Lex - 52025XC06564 - EN - EUR-Lex](#). Remuneration is subject to EU tax, and, where applicable, social security contributions are also deducted. Depending on the personal situation, allowances may be added, as well as any allowances provided for in the Conditions of Employment of Other Servants of the EU.*

5. How to apply:

- *Applications must be submitted only using the on-line form⁶ to be found at the following link: <https://candform.eesc.europa.eu/en/dashboard>;*
- *We advise not to wait until the last moment to submit your application. Due to high application traffic close to the deadline, there may be technical issues or delays. Any application not submitted by the deadline, will not be considered;*
- *On-line applications must be submitted no later than midday, Brussels GMT + 1 of the deadline date stated above;*
- *All candidates should attach a Curriculum Vitae (preferably in [Europass](#) format) and motivation letter in English or French.*

⁶ In case of technical problems experienced *before* the deadline for applying, please send an email with a screenshot of the error message to the following address: recrutement-carriere@eesc.europa.eu. Please note that applications sent by email without complying with these instructions will not be considered.