



European Economic
and Social Committee

VACANCY NOTICE No **SC/T/02/21**
concerning a post in the **AST/SC function group**
in the Secretariat of Group III
of the European Economic and Social Committee
(EESC)

Publication under Article 2(c) of the Conditions of
Employment of Other Servants of the European
Union

Closing date for applications: **29/11/2021 at noon (Brussels time)**

1. Vacant post: Temporary staff AST-SC2

This post for a Diversity Europe Group Secretary will be filled by recruiting a temporary agent (contract for an indefinite period, Article 2c) of the Conditions of Employment of Other Servants).

2. Duties:

*Various administrative and coordination tasks including the **logistical organisation of events** in Brussels and out of Brussels **and support for communication** work of the Diversity Europe Group, in coordination with the other group colleagues and under the responsibility of the Head of Unit. In particular:*

- *offering general administrative, secretarial and logistical support, notably in the organisation of events, study visits, seminars, graphic material and background documents;*
- *drafting and sending invitations and other correspondence to Members and stakeholders;*
- *maintaining the contact database;*
- *supporting content creation for the website, social media, newsletter and other publications: supporting the drafting of texts, press releases and statements, scripts for videos, requesting translations and proofreading as well as graphic edition;*
- *supporting the management and update of the Group's communication channels, including the newsletter, activities in social media, the webpage, media monitoring and coverage of Group and President activities, and general promotion of the Group activities;*
- *collaborating with other colleagues and HoU in the overall communication strategy management, including identification of potential audiences, channels of effective dialogue, information, promotion, media coverage, contacts with journalists, as well as interinstitutional cooperation;*
- *collaborating and coordinating with other services of the Committee, stakeholders and contractors;*
- *assisting members in their communication activities;*
- *contributing to draft minutes of Group (under supervision of senior colleagues and/or HoU);*
- *support in preparing briefings and dossiers for Group and individual meetings;*
- *following section and category meetings and monitor dossiers when necessary;*



Our aim is to be recognised as reliable partners delivering appropriate and effective responses on respect, trust and professionalism. We are always available to help out: we base our decisions and actions in accordance with the rules, we are coherent and proactive, and we work together constructively as a team.

We want to provide the General Secretariat with the skilled and motivated people it requires and create the environment which allows all EESC staff develop a fulfilling career.

Who we are:

The Diversity Europe Group is a body of 106 EESC members representing a wide range of interest in the EESC: farmers' organisations, small businesses, the crafts sector, the professions, social economy actors (mutualities, cooperatives, foundations and non-profit associations), consumer organisations, environmental organisations, and associations representing the family, women's and gender equality issues, youth, minority and underprivileged groups, persons with disabilities, the voluntary sector and the medical, legal, scientific and academic communities. Its secretariat is a team of 10 members of staff working directly with the group members, president and bureau, reporting to the president and under the coordination and supervision of the head of unit (Group secretary).

We provide the political and logistical support that our members need to pursue the EESC's activities in all policy areas where it is required to advise the EU institutions, e.g.: single market, transport, energy, external relations, agriculture, environment, cohesion policy, economic and monetary policy or climate change.

For further information, please refer to the EESC's website: <http://www.eesc.europa.eu>

What we offer:

- a friendly, dynamic working environment where a sense of 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 remit;*
- a wide range of inter-institutional training courses, in addition to on-the-job training;*
- flexible working hours and opportunities for teleworking, in line with established arrangements.*

3. Eligibility:

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

a) General conditions

- be a national¹ 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;*
- provide character references appropriate to the performance of the duties concerned. Candidates' attention is drawn to the restrictions imposed by the Staff Regulations of Officials of the EU concerning outside activities, elected office and conflicts of interest (Articles 11, 11(a), 12(b), 13 and 15 of the Staff Regulations, applicable by analogy to temporary staff);*
- fulfil the physical fitness conditions required for the performance of the duties involved³;*
- 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.*

¹ As stated in Article 12(a) of the. Conditions of Employment of Other Servants of the European Union (CEOS)

² Prior to the engagement, the successful candidate will be asked to provide a police certificate confirming the absence of any criminal record. Under no circumstances will the Administration recruit a candidate who has passed the selection procedure but cannot produce the appropriate character references for the duties envisaged when the recruitment offer is made. The Administration also reserves the right, after evaluating the file, to remove from the reserve list the name of a candidate who cannot produce such references.

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.

b) *Specific conditions*

(b.i) *Qualifications and skills required*

- *a level of postsecondary education attested by a diploma⁴, OR*
- *a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.*

(b.ii) *Professional experience required*

- *after gaining the qualifications set out under 3(b)(i), candidates must have acquired professional experience of at least 1 year relevant to the job description, mainly in the field of communication. Longer professional experience will be considered as a very relevant factor in the selection procedure.*

(b.iii) *Knowledge of languages*

- *thorough knowledge of one of the official languages of the European Union (EU) and a satisfactory knowledge of another language of the EU. For operational reasons, excellent English and good knowledge of French are required. Knowledge of other EU languages is an advantage.*

4. Selection criteria:

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

- *sound professional experience in organisation of events including all the logistical aspects (accommodation, transport, technical facilities, catering, etc.) is required;*
- *experience in organising and managing remote and hybrid meetings with the various applications and platforms available and in cooperation with contractors, stakeholders and journalists would be an asset;*
- *experience in social media and communication management and content production and dissemination. Specific training or professional experience in communication and particularly in institutional communication;*
- *experience in taking photos and creating graphic and video content and/or willing to learn;*
- *good knowledge of the various spheres of activity and operations of the EU institutions, and in particular knowledge of the EESC's role in the European Union's institutional architecture, and EU current affairs. Specific training and/or professional experience in EU institutions is an asset;*
- *knowledge of the Diversity Europe Group, its role in the EESC and its main areas of responsibility is an important element;*
- *experience to work with the main standard IT applications such as Microsoft Teams, Microsoft Office (Word, PowerPoint, Excel, Outlook); social media and communication tools (twitter, facebook, youtube, instagram, zoom, skype, Canva); content management systems (Ideally: Drupal); customer relationship management (Ideally: Microsoft Dynamics);*
- *ability to manage priorities, to work under pressure and with different deadlines;*
- *accuracy, initiative and sound judgment;*
- *good planning, organisational and communication skills (oral and written);*
- *ability to work independently as well as in a team;*
- *ability to work effectively in a multicultural and multilingual environment.*

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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.

5. Selection procedure:

5.1 Admission to the selection procedure

A list will be drawn up of candidates who have submitted a complete application by the closing date and who meet the general conditions set out in point 3(a). This list will be forwarded to the chair of the selection board with the applications.

The selection board will examine the applications and draw up a list of candidates who meet the specific conditions set out in point 3(b). It will base its decision solely on the information given on the application form and substantiated by the supporting documents enclosed with it.

Candidates whose applications do not fulfil the conditions listed in point 3(a) and (b) will be not be deemed eligible. They will be informed accordingly.

5.2 Assessment of qualifications

On the basis of criteria laid down in advance, the selection board will assess eligible candidates' qualifications with a view to drawing up a list of the candidates whose profiles most closely match the description of duties set out in point 2. The selection board will assess the submitted applications against the selection criteria described under point 4 – Selection criteria, on the basis of the information provided by the candidates in their applications (qualifications and professional experience, Curriculum Vitae (CV) and motivation letter).

The most suitable candidates for the post will be invited to take part in the interview phase. The selection board may limit the number of short-listed candidates going through to this next stage. Only shortlisted candidates will be invited, and candidates who are not short-listed will be informed.

5.3 Interview

Candidates who have successfully completed the previous stage will be invited for an interview in order to be assessed on the basis of their qualifications, professional experience, abilities and knowledge, as set out above.

The interview will be conducted in English and/or in French.

Interviews are expected to be held at the EESC's Brussels offices⁵ in December 2021 – January 2022.

5.4 Final list of shortlisted candidates

To complete the procedure, the selection board will draw up a list of shortlisted candidates and forward it to the authority empowered to conclude contracts for final decision.

6. Summary of recruitment conditions:

We offer a temporary contract under Article 2(c) of the Conditions of Employment of Other Servants of the European Union⁶ for an indefinite period. The contract will be subject to a probationary period of nine months.

⁵ Given the current sanitary situation, interviews may also be held via videoconference/Teams. In case of a presential interview, for candidates who are not resident in Brussels, the EESC will reimburse travel expenses and grant a daily allowance.

⁶ Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union, laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68 and last amended by Regulation (EU, EURATOM) No 1023/2013 of the European Parliament and of the Council of 22 October 2013 - <http://eur-lex.europa.eu>.

The temporary agent will be recruited at grade AST/SC 2 with a basic monthly salary of EUR 2.976,76 (first step).

In addition to the basic salary, the member of the temporary staff may be entitled to various allowances, in particular a household allowance, expatriation allowance (16 % of basic salary + household allowance), dependent child allowance and education allowance. The salary is subject to a European Union tax deducted at source and is exempt from national taxation.

The EESC pays for removal costs as well as an installation allowance equal to one or two months' basic salary, depending on family circumstances.

Staff contribute to an EU Pension Scheme (to which they are entitled after 10 years of service) and medical and unemployment insurance. Staff are covered by the Joint Sickness Insurance Scheme.

For further information on contractual and working conditions, please refer to the Staff Regulations and the Conditions of Employment of Other Servants of the European Union:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>

The place of employment is Brussels.

7. Applications:

Applicants for this post must send their application via email to the following address:

GIII-SC2-application@eesc.europa.eu with the following documents attached in English or French:

- motivation letter;*
- Curriculum Vitae based on the Europass model⁷;*
- copies⁸ of identity card or passport;*
- copies of diplomas or certificates;*
- copies of attestations of employment, clearly indicating the nature and duration of the relevant activity;*
- unless clearly indicated on diplomas, proof of knowledge of languages in the form of certificates or, failing that, a detailed explanation of how the knowledge was acquired;*
- for EU officials, an official document attesting career progression and current grade.*

The CV and the motivation letter attached to the email must be in PDF format (maximum size of 2MB per document). Other supporting documents as listed above must be merged into one single PDF document (maximum size of 2MB).

Incomplete applications will not be deemed valid and will not be considered.

The successful candidate will at a later date be required to produce originals of all the requisite documents.

Copies of supporting documents in languages other than English or French must be accompanied by a summary in one of those two languages.

*The closing date for the submission of applications is **29/11/2021 at 12 noon** (Brussels time). The EESC will disregard any application received after this date and time. Applicants are strongly advised not to wait until the last day to submit their applications, since heavy internet traffic or a faulty internet connection could lead to difficulties in sending in the application. The EESC cannot be held responsible for any delay due to such difficulties. In case of technical problems or for any question, candidates can send an email to the following address: GIII-SC2-application@eesc.europa.eu.*

⁷ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>.

⁸ Copies can be provided in the original language. The online application form is to be completed in English or French.

Candidates with a disability or specific needs which are such that they might encounter difficulties during the procedure may state that fact on the application form and provide any relevant information enabling the administration to take appropriate measures, where possible. If applicable, candidates are invited to enclose with their application form a separate sheet giving details of any arrangements which they consider necessary to assist them.

8. Observations:

If, at any stage in the procedure, it is established that the information provided in the candidate's application cannot be backed up by supporting documents or that the candidate does not meet all of the conditions set out in this vacancy notice, the application will be declared null and void.

Please note that the work and deliberations of all selection boards are confidential. Applicants must not under any circumstances try to contact the members of the selection board, whether directly or indirectly. The authority empowered to conclude contracts reserves the right to exclude candidates who do so.

The post will be filled as and when budget resources permit.

The EESC believes in diversity and strongly favours balanced representation of genders, of all Member State nationalities and of all the official languages of the European Union. It has an equal opportunity policy that precludes any discrimination based on gender, disability, race, political or religious views or sexual orientation. In line with these principles and the provisions of the Staff Regulations, applications from the least represented gender and nationalities are particularly encouraged.

The EESC is actively committed to the protection of the environment and has a proactive policy in this area.

In accordance with Regulation (EU) No 2018/1725 of 23 October 2018 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 recipient will process personal data only for the purposes for which they were transmitted.

9. Requests for review – complaints:

Regardless of their right to lodge a complaint under Article 90(2) or to submit an appeal to the General Court of the European Union under Article 91 of the Staff Regulations, candidates can request an internal review of any decision of the selection board that directly and immediately affects their status in the selection on grounds of non-compliance with the rules governing the selection procedure as laid down by the vacancy notice. The request must be made by email: (GIII-SC2-application@eesc.europa.eu) within 10 calendar days of the date on which the candidate is notified of the decision by e-mail. It must indicate the decision and the grounds on which the request is based.

The selection board will take a decision and a reasoned reply will be sent to the candidate in due course.