

VACANCY NOTICE No **37/T/24**

for a temporary agent post in the **AST/SC function group**
Secretariat of the Civil Society Organisations' Group (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: **28/10/2024 at 12 noon (Brussels time).**

1. Vacancy: AST/SC1 – Temporary agent

This post for a Civil Society Organisations' Group Secretary/Clerk 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:

Support to the organisation of Group meetings:

- Assist the Head of Unit in setting the agendas, preparing and organising Group and EESC Plenary related meetings;
- Collect background information and drafting supporting notes/documents;
- Administrative support to colleagues in the preparation of meetings;
- Ensure logistical, administrative and technical support including management of hybrid meetings.

General administrative support to the unit:

- Organise staff and any other preparatory/punctual meetings;
- Draft letters, ensure registration via the electronic work flow system and take care of distribution;
- Manage translations requests and follow-up;
- Gather information and elaborate table/reports on staff activities for administrative purposes;
- Assist the unit's staff in preparing missions (requests, transport and reimbursement);
- Assist new colleagues and trainees joining the unit and help them to integrate;
- Office space requests and management;
- Ensure proper electronic and paper archiving of Group and Secretariat documents.

Support to the Group's communication activities:

- Upload content on the Group website and keep the website updated and consistent (CMS Drupal);
- Logistic assistance in the preparation of communication tools and diffusion including via mass-mailing operating Dynamics CRM (Newsletter, invitations, publications, layout, translation requests, etc.);
- Take photos when needed;
- Reach out to EESC Members and stakeholders for consultation and inputs on communication activities and events.

Logistical organisation and support for events in Brussels and abroad:

- *Contact person and support for Members and external guests and speakers on logistical and administrative questions;*
- *Assistance to colleagues for administrative, secretariat, technical and logistical organisation and follow-up of events including accommodation and transport facilities (mass-mailing, management of functional mailbox, EU Survey, welcome desk, equipment and technical assistance in the meeting rooms, promotion material, etc.);*
- *Assistance, according to appropriate internal rules, to external Group partners in the organisation of meetings/events in the EESC facilities.*

Other tasks:

- *If requested, prepare and participate in meetings of EESC bodies*
- *If requested, support Members in their work, report and ensure follow-up.*

Who we are:

The Civil Society Organisations' 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 (mutual societies, 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 11 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.: social policies, climate change, single market, transport, energy, external relations, agriculture, environment, cohesion policy, economic and monetary policy.

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 national of one of the European Union (EU) Member States and enjoy full rights as a citizen;
- have fulfilled any obligations imposed by national laws concerning military service;
- provide character references appropriate to the performance of the duties concerned¹.
- 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 involved²;
- 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.

b) Specific conditions

(b.i) Qualifications and skills required

- have a level of post-secondary education of at least 3 years attested by a diploma or a diploma of secondary education giving access to higher education and at least 3 years of equivalent professional experience

(b.ii) Knowledge of languages

- thorough knowledge of one of the languages of the European Union (EU) and of a satisfactory knowledge of another language of the EU. For operational reasons, very good knowledge of English and good knowledge of French is required. Knowledge of other EU languages would be 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:

Professional experience in following areas would be an asset:

- Assistance tasks; solid experience in providing administrative support in a small administrative unit;
- Professional experience in organisation of events including all the logistical aspects (accommodation, transport, technical facilities, catering, etc.), CMS Drupal and CRM Dynamics would be an asset;
- Experience in Members-oriented unit.

Competencies/skills:

- Excellent organisational skills and ability to prioritise; flexibility to perform a range of different tasks simultaneously;
- Very good verbal and communication skills;
- Strong sense of responsibility and ability to work in autonomous way and show proactive attitude;
- Ability to work diligently and meticulously, also when under pressure and to respond quickly to new demands;

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

² 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.

- Possess a strong attitude of service – also be a person of discretion;
- Team player, great interpersonal skills;
- Good command of current IT applications (Microsoft Office) and the ability to learn other specific applications.

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 CV and motivation letter 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.

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 (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.

Candidates shortlisted for interviews might be asked to provide documents supporting information in their application:

- *proof of nationality (copies of identity card or passport),*
- *copies of diplomas or certificates,*
- *copies of work attestations, 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.*

It is advisable candidates who apply collect such documents in digital form in advance so that those shortlisted for interviews can provide them on a short notice.

Copies of documents can be provided in the original language. However, if in languages other than English or French, they must be accompanied by a summary in one of those two languages.

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 in November 2024 at the EESC's Brussels offices or in exceptional cases via Ms Teams.

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 Union³ for an indefinite period. The contract will be subject to a probationary period of nine months.

The temporary agent will be recruited at grade AST/SC1 (if you fulfil all necessary conditions) with a basic monthly salary of EUR 3.035,19 (first step).

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 with the reference "LAST NAME First name - 37/T/24" via email to the following address: eesc-applications@eesc.europa.eu with the following documents attached in English or French:

- motivation letter;*
- Curriculum Vitae based on the Europass model⁴;*

The CV and the motivation letter attached to the email must be in PDF format.

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

The successful candidate may 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 **28 October 2024 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*

³ 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.

⁴ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>.

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: eesc-applications@eesc.europa.eu

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: (eesc-applications@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.