



European Economic  
and Social Committee

**VACANCY NOTICE No CESE/END/B1-REX/03/2025 (EN)**  
concerning ONE position of Seconded National Expert (M/F)  
(administrator level)

**Directorate B – Legislative Work**

**Unit B.1 REX – External Relations**

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:**

**Tzonka Iotzova**

**Duration of secondment:**

**2 years, renewable**

**Expected date of secondment:**

**September-October 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**

The 'External Relations' Unit comprises a team of 20 members of staff working directly with the members of the External Relations Section, its president and the EESC president, and reporting to a head of unit and to the Director for Legislative Work. We provide the political advice and administrative support that Committee members need to carry out the activities stemming from the EU's foreign and security policy, EU trade policy and development policy. We also work on the geopolitical dimension of other EU internal policies such as green and energy transition and migration. We support the EESC president and section members in their contacts with the European Commission, the Council, the European Parliament, other EU institutions and agencies, international organisations, national and third countries' authorities and organised civil society from the EU and third countries. We support the work of European civil society in the Domestic Advisory Groups created by the new generation trade agreements and develop contacts with civil society and the social partners in third countries.

The REX section works with different regions of the world, such as the Mediterranean, the ACP (Africa, Caribbean and Pacific) countries, the Western Balkans, the countries covered by the Eastern Partnership policy, the UK, the European Economic Area and Türkiye as well as with the USA and Canada, Latin America and Asian economies like Japan, South Korea, Singapore or Vietnam. Depending on the region, the work of REX is organised in bilateral bodies like Joint Consultative Committees, Civil Society Platforms, Round Tables etc., or in internal specialised bodies such as Follow-up Committees, which like all others, are in permanent contact with their non-EU counterparts.

The unit works closely with other EESC departments, the European External Action Service, the Commission, the Council and the European Parliament, and with relevant international organisations and stakeholders.

## **2. Description of tasks**

Under the supervision of the Head of Unit, the seconded national expert will be responsible for planning and research tasks. This will include in particular:

- Collaborating with rapporteurs and experts on the preparation of EESC opinions and reports;
- Organising the activities of the permanent structures for relations with civil society organisations from third countries of the EESC External Relations Section, giving guidance and providing political advice to members, drafting of background notes and briefings, ensuring regular contacts with other institutions, EU and international stakeholders;
- Developing and maintaining contacts with the European institutions, civil society organisations and think tanks relevant to the section's work;
- Organising seminars, conferences, hearings and other public events, including away from Brussels, as well as virtual or hybrid events;
- Helping to promote the EESC's work and improve distribution and communication of the key policy recommendations of the EESC, notably vis-à-vis the EU co-legislators.





### 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 of at least three years full time in one or more of the following fields: international relations, international trade, development, humanitarian aid, sustainable development;
- Good understanding of the functioning of European institutions. An understanding of the EESC's role and activities would be an advantage;
- Very good communication skills, oral and written, and the ability to produce work to a high standard and quickly;
- Strong research and analytical skills;
- Strong planning and organisational skills, ability to prioritise and master complex files;
- Strong sense of responsibility;
- Good knowledge of standard Office tools.

### 5. Languages

- A good command of English, both oral and written, is required (minimum C2 level of the [Common European Framework of Reference for Languages](#))
- A satisfactory knowledge of French and another EU or non-EU language is an advantage.

### 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.



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- 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.**

