



VACANCY NOTICE No. AD/T/01/14
concerning **ONE** post
of **ADMINISTRATOR (M/F)**
in the Secretariat of Group I (Employers' Group)
of the European Economic and Social Committee

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

Closing date for applications: **06/07/2014**

1. Vacancy: Temporary staff AD6 - AD8

This post for an Employers' Group Policy Officer 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 policy, planning and coordination tasks related to the work of the EESC's Group I (Employers' Group), under the authority of the Group President and under the general coordination of the Head of Unit:

- *planning, implementing and following up programmes and action plans, assisting with work towards policy objectives and the programme of activities;*
- *analytical and advisory tasks: drawing up political analyses, analysing and expressing opinions on subjects linked to the Group's activities, researching internal or external information, as well as information on policies relevant to implementation of the Group's work programme and policy priorities;*
- *supporting the Group's decision-makers, Rapporteurs and study group members by providing written and oral input, and in particular preparing documents and speeches for the Group President to assist him when participating in internal or external events;*
- *planning and coordinating events supported by Group I such as seminars, conferences, hearings and other public relations events, including those away from EESC premises; coordinating relations with civil society organisations close to Group I and finding venues for external events;*
- *performing other administrative coordination tasks, for example consulting other Groups, EESC Sections and institutions, coordinating and developing relations with external participants;*
- *monitoring activities of EESC Sections and/or Category secretariat;*
- *when required, help promote the Group's activities internally and externally.*

Who we are:

The Employers' Group is a body of 117 EESC members representing Employer and Business interests in the EESC; its secretariat is a team of 8 members of staff working directly with the members of the Group and its President and bureau, reporting to the President and under the coordination and supervision of the Group Secretary (Head of Unit).

We provide the political and logistical support that our members need for pursuing 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 & monetary policy or climate change.

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 its purpose;*
- *opportunities for in-house vocational training, and flexible working hours.*



3. Qualifications and skills:

a/ General requirements:

Candidates must:

- be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- have fulfilled any obligations imposed on them by the laws concerning military service;
- be able to produce the appropriate character references as to suitability to perform the duties envisaged. Candidates' attention is drawn to the restrictions imposed by the Staff Regulation and the Conditions of Employment of Other Servants concerning outside activities, elected office and conflicts of interest (Articles 11, 11a, 12b, 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 involved.

b/ Specific conditions:

- Level of education which corresponds to completed university studies attested by a diploma - preferably in the area of public law, political sciences or international relations - where the normal period of such studies is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years (the minimum of one year's professional experience which forms part of the diploma requirement cannot be taken into account when assessing the number of years of professional experience required below);
- At least four years' professional experience at university level of relevance to the duties of the post (linked to work for and/or with trade associations or chambers of commerce). This professional experience will only be counted as relevant if acquired after obtaining the required degree (cf. first paragraph above). Experience or knowledge of working in the European institutions would be an asset, and experience of political or institutional discussions and proposals is particularly welcome;
- Study at university level or professional experience at university level in at least two EU countries will be seen as an asset;
- 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;
- Knowledge of the Employers' Group, its role in the EESC and its main areas of responsibility would be an asset;
- Knowledge of the main current IT applications (Microsoft Office);
- Thorough knowledge of an official language of the European Union and a very good knowledge (working language standard) of at least two other official languages of the European Union. For operational reasons, a good knowledge of English and French is highly desirable;
- Ability to manage priorities and master complex subjects; sound judgment;
- Good organisational and communication skills;
- Ability to work in a team.



4. Summary of contractual conditions:

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

The grade of the temporary agent will be between AD6 and AD8, and the final grading will be determined by the administration on the basis of professional experience in line with the current rules. Remuneration is dependent on the candidate's individual experience and family situation. For information, the basic monthly salary at grade AD6 step 1 is currently € 4 960,64, and at grade AD8 step 1 it is € 6 350,35.

An expatriation allowance and various family allowances may be added to this basic salary depending on the individual situation and the composition of the household. 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 pay EU tax and contribute to a pension plan and medical and unemployment insurance. Staff are covered by the Joint Sickness Insurance Scheme. Income received as a result of the member of staff's professional activity is not taxable at national level. 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>

5. Applications and the selection procedure:

1. Applicants for this post must fill in the online application form (<http://anprod.eesc.europa.eu/eesc.europa.eu-ab82c/pages/wylvu2qeeolbsj6iamzyq.html>) with the following documents attached:
 - covering letter
 - Curriculum Vitae based on the Europass model¹.

Applications must be submitted no later than midnight, Brussels GMT + 1 of the deadline date.

2. A pre-selection will be carried out based on the qualifications and professional experience described in the application form, Curriculum Vitae and covering letter.
3. The pre-selected candidates will be requested to provide supporting documents confirming the information given in their application form, i.e.:
 - copies of identity card or passport;
 - copies of university or post-graduate degrees and certificates;
 - copies of attestations of employment clearly indicating the nature and duration of the relevant activity;
 - unless clearly indicated on university degrees, proof of linguistic knowledge in the form of certificates or, failing that, a detailed explanation, in the relevant language, of how it was acquired;
 - for EU officials, an official document attesting career progression and current grade.

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

4. The short-listed candidates who have successfully completed the previous stages will be invited for an interview in order to be assessed and compared on the basis of their qualifications, professional experience, abilities and knowledge, as set out above.

¹ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>



6. Notes:

Interviews are planned for July 2014 at the EESC's Brussels offices, and the post is to be filled on 1 September 2014.

The supporting documents attached to the electronic application form must be submitted in English or French, the main working languages of Group I. Copies of accompanying documents in other languages must be accompanied by an informal translation into English or French.

If, at any stage of the procedure, it is established that the information provided in the candidate's application file has not been confirmed by supporting documents or the candidate does not meet all of the conditions stipulated in this vacancy notice, the application in question will be declared null and void.

Applicants must not under any circumstances try to contact the members of the selection board, directly or indirectly. The appointing authority or the authority authorised to conclude contracts of engagement reserve the right to exclude candidates who do so.

The EESC applies a policy of equal opportunities prohibiting any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

