



Vacancy notice reference CESE/END/PRE/2013
concerning **ONE** position of **Seconded National Expert**
of Administrator level - Press Officer
in Unit **"Press" (PRE)**
Selection procedure under Article 2 of Decision 263/12A
governing the secondment of national experts in
the EESC

Department :	Communication
Unit :	Press ("PRE")
Place :	Brussels, Belgium
Head of Department:	Mr. Peter LINDVALD NIELSEN
Duration of secondment :	2 years
Tentative target start of secondment :	January 2014
Closing date for receipt of applications by the EESC:	18th October 2013
Information to applicants and selection procedure:	see point 4

The Press Unit is responsible for relations with the media. This includes Brussels-based journalists as well as media in the Member States. While around 5000 subscribers receive the EESC Newsletter and EESC press releases, press conferences and other press activities such as press meetings are also organised. Journalists are invited to attend specific events, or to accompany the President and Vice-presidents in their activities. Media coverage of plenary sessions and other relevant meetings and events is also the unit's responsibility. The Press Unit takes charge of the EESC's audio-visual policy, including the overall organisation of the photographer services.

1. Main areas of responsibility:

As a seconded national expert at the administrator level,

- helping to promote the main policy positions of the EESC in close cooperation with the Head of the Press Unit, relevant sections, groups, Vice-President and the President's private office by means of information and communication tools aimed at the media;
- contributing to preparation, conception and realisation of communication material targetting media, including press and web articles, on the EESC's key opinions;
- contributing to the production of the EESC monthly newsletter.

2. Main qualifications / competences:

- a university degree;
- relevant professional experience of 3 years minimum in the field of communication and/or as a press officer;
- a good understanding of the EU institutions, the EESC policies and its Members' role and activities, electronic information and communication;
- a good knowledge of standard office tools;
- good written and verbal communication skills;
- track record of working with the media will be considered a plus.

3. Languages:

A good command of English and French is required. A good knowledge of other languages would be an asset.

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4. Information to applicants and selection procedure:

- 1) Applicants should send a motivation 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 proposed by their Permanent Representation will not be taken into consideration.** 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 proposed by the Permanent Representations within the set deadline of **18th October 2013** will be examined by a selection panel composed of representatives of the EESC, in order to establish a short list of candidates to be invited for an interview. No more than three candidates per vacant position will be invited. Interviews for short-listed candidates are planned for early November 2013 at the EESC's Brussels offices. Travel and subsistence expenses of invited candidates will be reimbursed on the base of the provisions in force at the EESC. Secondment of the retained candidate will be requested on conclusion of the interviews. Tentative target date for the start of the secondment : **January 2014**, pending successful completion of the administrative procedure.

All personal data provided by candidates will be dealt with in compliance with regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000.

The EESC applies a policy of equal opportunities and takes care to avoid any form of discrimination.
