



VACANCY NOTICE No CESE/END/JUR/2013 (EN)
concerning **ONE** post of **Seconded National Expert (M/F)**
(administrator level) for the **Legal Service unit (JUR)**.
Selection procedure under Article 2 of Decision 263/12A,
governing the secondment of national experts to the EESC

To be seconded to:	General Affairs Directorate (DGA)
Unit:	Legal Service (JUR)
Place:	Brussels (Belgium)
Head of Unit:	Mrs. Marta Pascua Mateo
Duration of secondment:	two years
Expected date of secondment:	January/February 2014 (tentative)
Closing date for receipt of applications by the EESC:	29th November 2013
Information for applicants and selection procedure:	See point 4 below.

1. Main areas of responsibility:

National expert seconded to the Legal Service of the European Economic and Social Committee (EESC) and performing his or her duties at the administrator level.

Committed to European integration, the EESC contributes to strengthening the democratic legitimacy and effectiveness of the European Union by enabling civil society organisations from the Member States to express their views at European level. The Committee is consulted by the European Parliament, by the Council or by the Commission where the Treaties so provide. The Committee may also be consulted by these institutions whenever they deem it appropriate. The EESC may also issue an opinion on its own initiative.

The Legal Service provides legal assistance to the Committee and its various bodies, including the Committee's secretariat. As an internal, cross-cutting department which is part of the Directorate for General Affairs, the Legal Service is responsible for providing general assistance in relation to all the Committee's responsibilities and activities, as well as those of its members, departments and staff.

Your duties will be carried out in the different areas of the Legal Services' work, in particular:

- EU institutional law
- European public service law
- Financial and budgetary law, especially with regard to public procurement
- Personal Data Protection
- Intellectual property law
- EU litigation.

You will work alongside the members of the Legal Service, under the authority of the Head of Unit. Your tasks will be to:

- draft legal opinions in the different areas of the Legal Service's work
- help defend the interests of the EESC in legal disputes.



2. Main qualifications:

- **A degree in Law** and at least 3 years' professional experience, preferably in full-time positions similar to those described in point 1 above;
- membership of the civil service of a Member State;
- good knowledge of European Union institutional law;
- knowledge of one or more of the following specific areas would be an advantage: administrative law, parliamentary law, public procurement, personal data protection, intellectual property rights;
- a sound command of the standard office IT applications (Windows, Word, Excel, Microsoft Outlook);
- the ability to manage priorities and master complex files;
- the ability to work both independently and as part of a team;
- sound judgement and reasoning;
- good organisational and communication skills;
- thoroughness and confidentiality

3. Languages:

- Excellent knowledge of one of the official languages of the European Union and satisfactory knowledge of a second. For operational reasons, a good command of English or French is desirable.

4. Information to applicants and the selection procedure:

- 1) Applicants should send a covering letter and a curriculum vitae (based on the Europass model¹) 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 29th November 2013 will be examined by a selection panel comprising representatives of the EESC, in order to draw up 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 December 2013 at the EESC's Brussels offices. Travel and subsistence expenses of invited candidates will be reimbursed in line with the provisions in force at the EESC. 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 January/February 2014, will be confirmed once the administrative procedures have been completed.
- 3) All personal data provided by candidates will be dealt with in compliance with regulation (EC) No 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.