



C/2025/4867

15.9.2025

VACANCY NOTICE No 30/25/AD14/EESC

for the post of director in Directorate A – Statutory Bodies and Members’ Working Conditions

(Publication under Article 29(1) and (2) of the Staff Regulations)

(C/2025/4867)

Closing date for applications: 20 October 2025 at 12 noon (Brussels time)

1. Vacant post: grade AD 14

2. Duties

Under the direct authority of the Secretary-General, the holder of the post manages the Directorate for Statutory bodies and members’ working conditions (Directorate A) of the European Economic and Social Committee (EESC), which consists of approximately 70 persons and manages a budget of around 34 million EUR. They are responsible for the strategic development of their directorate.

Their responsibilities consist in particular of:

- organising, coordinating, managing and supervising the work of the three units and two sectors within Directorate A: the Registry and Legislative Planning, Conferences, Internal Services and Protocol, and Members’ Working Conditions units, and the Modernisation and Transparency (MODA) and Recovery Management and Planning (RMP) sectors;
- managing the secretariat of the EESC’s Plenary Sessions, Bureau, Quaestors’ Group, Ethical Committee, and other horizontal structures;
- implementing the legislative programme of the EESC in cooperation with the directorates for legislative work and dispatching adopted opinions to the requesting institutions;
- coordinating the full lifecycle of opinions – from the reception of a request to their adoption and publication in the *Official Journal of the European Union*;
- contributing to the continuous improvement of members’ working conditions and modernisation of working methods, with a focus on simplification and digital innovation;
- providing administrative and financial assistance to members, CCMI delegates, and external advisors, including management of their reimbursements;
- overseeing the implementation of the EESC’s decisions on allowances;
- managing the Members’ Helpdesk, ensuring responsive and personalised assistance to individual members;
- supporting dialogue and engagement with stakeholders in the context of IT projects and digital transformation initiatives;
- developing and maintaining inter-institutional contacts in areas falling under the Directorate’s scope;
- providing a protocol and interpreting services for EESC meetings and events as required;
- ensuring the effective coordination of business continuity planning, including the development and implementation of resilience frameworks;
- promoting the Committee’s activities and adopted opinions through appropriate internal and external communication channels in cooperation with the Directorate D – Communication and Interinstitutional relations;
- managing the human resources of the Directorate, including motivation, performance, and professional development of staff;
- managing the financial resources of the Directorate, acting as the authorising officer sub-delegated by the Secretary-General, and ensuring responsible budget execution;
- fostering a culture of initiative, accountability, flexibility, and responsiveness, in line with the EESC’s mission and vision.

Who we are

The European Economic and Social Committee (EESC) is a consultative body of the European Union which consists of representatives of organisations of employers, of the employed, and of other parties representative of civil society, notably in socio-economic, civic, professional and cultural areas. 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 mission of Directorate A is to support the implementation of the Committee's political priorities and decisions, while enhancing its role, visibility, and credibility as a key EU institution for dialogue and consultation with organised civil society. The Directorate ensures effective coordination across all relevant services on horizontal matters and plays a central role in supporting the EESC's legislative activities—particularly through the efficient organisation of plenary sessions of the EESC Assembly and meetings of the Bureau.

In addition, Directorate A provides strategic and operational support to the EESC's General Secretariat, ensuring coherent governance and coordination on cross-cutting issues such as business process modelling, business continuity and crisis management, the alignment of business needs in IT projects, and the implementation of the ongoing SPaCES project.

For further information, please go to the EESC's website: <http://www.eesc.europa.eu>

What we offer

With around 700 staff and 329 Members, the EESC offers excellent career opportunities, while remaining a human-centred institution with a flat management structure that puts staff well-being at the heart of its priorities. The EESC, as an employer, is committed to diversity and inclusion, and has put in place a diversity and inclusion strategy. We are proud of our diverse teams, which drive our success. The EESC encourages applications from candidates of all backgrounds.

We offer:

- a purposeful environment, fully engaged with connecting with civil society and Member states at the early stages of policy and legislation making;
- a friendly, dynamic working environment where effective management, a strong sense of initiative, team spirit and flexibility are highly valued;
- the possibility to follow specific training courses in various fields (in-house, interinstitutional and external training);
- a modern human resources approach that favours flexible working arrangements in order to ensure a better work-life balance.

3. Eligibility

The appointing authority has decided to open the procedure for filling the post of director in accordance with Article 29(1) and (2) of the Staff Regulations of the European Union.

On the closing date for applications, candidates must meet the conditions set out below:

a) *General conditions*

- be a national ⁽¹⁾ of one of the EU Member States and enjoy full rights as a citizen;
- have fulfilled any obligations imposed on them by the laws on military service;
- provide character references appropriate to the performance of the duties concerned ⁽²⁾. 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, 11a, 12b, 13 and 15 of the Staff Regulations);
- fulfil the physical fitness conditions required to perform the duties involved ⁽³⁾;
- be below retirement age which, for EU officials, is set at the end of the month in which the age of 66 is reached ⁽⁴⁾.

⁽¹⁾ As stated in Article 28(a) of the Staff Regulations.

⁽²⁾ Prior to the appointment, the successful candidate will be asked to provide a police certificate confirming that they do not have a criminal record to confirm that they meet the requirements of Article 28(c) of the Staff Regulations.

⁽³⁾ Prior to the appointment, the successful candidate will be examined at one of the EU medical centres in order to confirm that they meet the requirements of Article 28(e) of the Staff Regulations.

⁽⁴⁾ As stated in Article 52(a) of the Staff Regulations.

b) *Special conditions*

(i) Qualifications and skills required

Candidates must have a level of education which corresponds to completed university studies attested by a diploma ⁽⁷⁾ officially recognised in one of the EU Member States

- of at least four years, when the normal period of university education is four years or more,
- or
- of at least three years, followed by one year's professional experience in a field relevant to the job description, when the normal period of university education is three years or more. This year of experience will not be taken into account when evaluating the professional experience stipulated under point 3(b)(ii).

(ii) Professional experience required

After gaining the qualifications set out under point 3(b)(i), candidates must have acquired at least 15 years' professional experience relevant to the job description, including at least five years in a management position on a head of unit level or higher in an area relevant to the position.

(iii) Knowledge of languages

Candidates must have a thorough knowledge of one of the official languages of the European Union (EU) and a satisfactory knowledge of another official language of the EU. For operational reasons, excellent knowledge of French and English is required (minimum C1 level). Knowledge of other official EU languages would be an asset.

Candidates are informed that the language requirements in this vacancy notice have been defined in the interests of the service, which require the new director to be immediately operational and capable of communicating effectively in their daily work. It has long been the practice to use mainly English and French for internal communication in the EESC and these are also the languages most often needed when communicating with external stakeholders.

Case of EU officials

According to Article 29(1)(a) point (i) of the Staff Regulations, EESC officials of at least grade AD 14 can show their interest in this position. Should their application be successful, the official will be appointed at their current grade.

According to Article 29(1)(a) point (iii) of the Staff Regulations, EESC officials of grade AD 13 with at least two years' seniority in that grade will be promoted to AD14 should their application be successful.

According to Article 29(1)(b) of the Staff Regulations, in the context of interinstitutional mobility, officials in grade AD 14 can apply for this position. Should their application be successful, the transfer of the official will be requested and the official will be appointed at their current grade.

According to Article 29(2) of the Staff Regulations, officials in lower grades may apply if they fulfil the conditions set out under points 3(a) and (b).

4. Selection criteria

If the eligibility criteria set out in point 3 (Eligibility) (a) and (b) are met, candidates' applications, including CV and cover letter, will be assessed on the basis of the selection criteria below:

- a strong understanding of the operations and strategic direction of EU institutions, particularly the EESC;
- a proven track record in leading large teams and managing significant budgets, with sound experience in HR management, talent development, and the creation of an inclusive, participatory work environment;
- exceptional leadership, communication, and interpersonal skills, capable of motivating diverse teams, aligning cross-functional work, and building trust internally and externally;

⁽⁷⁾ Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the said Member States will be taken into consideration.

- experience in change management and strategic transformation, including the ability to design, implement, and report on forward-looking, innovative and impact-driven initiatives aligned with EESC values and priorities, particularly in the context of digital modernisation and the transformation of the institution's Registry and its workflows;
- an innovation-oriented mindset, with a demonstrated ability to embed a culture of creativity and continuous improvement across teams and systems,
- a strong commitment to outreach and members' empowerment, with demonstrated experience in amplifying members' voices and enhancing stakeholder engagement both internally and externally;
- a results-oriented mindset with a clear focus on generating tangible impact, supported by a proven ability to deliver measurable outcomes and track organisational performance;
- ability to embrace and drive a collaborative and adaptive culture, with a commitment to innovation, continuous improvement, and strategic alignment;
- strong analytical, networking, and high-level negotiation skills, including the ability to foster synergies with EU institutions and effectively represent the EESC in interinstitutional contexts;
- resilience, discretion, and integrity, especially when dealing with sensitive or high-stakes issues;
- commitment to advocate for diversity, equity, and inclusion, reflecting the EESC Secretariat General's values and culture.

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 and special eligibility conditions set out in point 3(a) and 3(b) on the closing date for applications. This list will be forwarded to the chair of the selection board together with the applications.

The selection board will examine the applications and draw up a list of candidates who meet the eligibility criteria. It will base its decision solely on the information given on the application form and substantiated by the supporting documents ⁽⁶⁾.

Candidates whose applications do not meet the conditions listed in points 3(a) and (b) will not be deemed eligible. They will be informed accordingly.

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. To do this, the selection board will first assign each selection criterion a weighting that reflects its relative importance. The points will be added up to identify those candidates whose profiles best match the duties to be performed.

The selection board will base its decision on the information given by the candidate in the application form (qualifications and professional experience), Curriculum Vitae (CV) and cover letter.

Eligibility (general and special conditions) must be met by the deadline for submitting applications. To facilitate the examination of the applications, candidates should highlight in the cover letter their motivation and the aspects of their CV which they find most relevant for the duties involved.

The selection board may limit the number of shortlisted candidates going through to the next stage to those who obtain the highest number of total points in the assessment of their qualifications.

Candidates who are not shortlisted will be informed.

5.3. Interview

Candidates who have successfully completed the previous stage 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. The selection board may decide to invite candidates to undergo a written test, in addition to the interview.

The interview (and test, if any) will be conducted in English and French.

⁽⁶⁾ Please see point 7 for the list of required supporting documents.

Interviews are expected to be held in **January 2026**.

Interviews will take place at the EESC's Brussels offices and/or using videoconferencing software ⁽⁷⁾.

Candidates who, after the interview stage (and written test, if any), are deemed to best meet the requirements of the post will be invited to attend an assessment centre. They will be informed of the programme and methodology in good time and will be able to indicate their preferred language (English or French). The purpose of this assessment is to evaluate their management skills. The result of the assessment will be non-binding and is intended to provide the selection board with additional input for the selection procedure.

5.4. *List of suitable candidates*

To complete the procedure, the selection board will draw up a list of suitable candidates and forward it to the EESC Bureau acting as appointing authority for final decision. The Bureau may decide to interview the shortlisted candidates.

6. **Summary of recruitment conditions**

The chosen candidate will be recruited at grade AD 14 and the final grading will be determined by the EESC on the basis of professional experience in line with the relevant applicable rules. The official will be subject to a probationary period of nine months. For the sake of independence, the chosen candidate must have been released from all previously held posts by the date on which they start work in the post.

For further information on working conditions, please refer to the Staff Regulations of the European Union:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20250513&qid=1756371990912>

The place of employment is Brussels.

7. **Applications**

Applicants for this post must complete the online application form (HR Forms) ⁽⁸⁾, with the following documents attached in English or French:

- cover letter;
- Curriculum Vitae based on the Europass model ⁽⁹⁾;
- copy ⁽¹⁰⁾ of identity card or passport;
- copies of university or post-graduate degree certificates;
- copies of attestations of employment, clearly indicating the nature and duration of the relevant activity;
- unless clearly indicated on copies of attestations of employment, proof of size of the led teams and managed budget(s);
- unless clearly indicated on university degree certificates, 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.

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

The successful candidate will 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.

⁽⁷⁾ Interviews may be held via videoconference with candidates who are not in Brussels at the time of the interviews. The EESC will otherwise reimburse travel expenses and grant a daily allowance.

⁽⁸⁾ <https://candform.eesc.europa.eu/en/dashboard>.

⁽⁹⁾ <https://europass.europa.eu>.

⁽¹⁰⁾ Copies can be provided in the original language. The online application form is to be completed in English or French.

The closing date for the submission of applications is **20 October 2025 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 difficulties in sending the application. The EESC cannot be held responsible for any delay due to such difficulties.

Candidates with a disability or specific needs which might cause difficulties during the procedure may state that fact on the application form and provide any relevant information to enable the administration to take appropriate measures, where possible. If applicable, candidates are asked to enclose with their application form a separate sheet giving details of any arrangements which they consider necessary to assist them.

8. Observations

The post will be filled as and when budget resources permit.

If, at any point 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.

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

The EESC supports 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 committed to protecting the environment.

In accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council ⁽¹⁾, 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 (SpecSelections@eesc.europa.eu) within 10 calendar days of the date on which the candidate is notified of the decision by email. 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.

⁽¹⁾ Regulation (EU) 2018/1725 of the European Parliament and of the Council 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).