



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Human Resources Assistant

Reference number: COR/AST1-AST9/29 BIS/24

Directorate	Directorate for Human Resources and Finance
Unit	Unit E.2 – Recruitment and career
Vacancy	AST1-AST9
Type of post	ASSISTANT Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	17/10/2024
Deadline	31/10/2024 at noon (Brussels time)

1. Your job and responsibilities

Are you a professional specialised in human resources management and ready to join a polyvalent dynamic team in the European Committee of the Regions (CoR) to pursue your career in this highly rewarding yet challenging business area? Do you know how to interpret the Staff Regulations? Running selection procedures and preparing recruitment files have no secrets for you? This might then be the right career opportunity for you.

As an assistant in the Recruitment sector, you would be part of a small team of 7 assistants reporting to the Deputy Head of Unit in charge of selection and recruitment procedures for all staff categories. More specifically, you would ensure:

- Holistic management of recruitment files of officials: drawing-up/verification/publication of vacancy notices, reception of applications, drawing-up of minutes, organisation of selection interviews, drawing-up and dispatch of invitations to interviews/offers/refusals, drawing-up of decisions, organisation of medical visits, reimbursement of accommodation and travelling expenses, classification of candidates in the correct grade/step, management of probationary reports etc.;
- Management of the procedure for secondment of national experts to the CoR: contacts with potential candidates, verification of the eligibility of candidates as regards the relevant provisions, management of correspondence with the permanent representations, drawing-up of secondment decisions;
- Management of the procedure for interim agents: responding to urgent requests from CoR services; liaising with the interim agency; ensuring administrative follow-up of all aspects of the

procedure; handling the timely payments to the interim agency and following-up the related budget with the Authorising Officer by Subdelegation; participating in public procurement procedures related to interim agencies;

- Incorporation and checking of regulatory data in the ad-hoc IT systems;
- Interpretation and implementation of the Staff Regulations concerning the terms of reference of the Recruitment sector;
- Other administrative support tasks in the field of recruitment (classification, archiving of files, drafting and implementation of administrative procedures, ex-post verifications etc.).

2. Who are we? What are the challenges for us ahead?

The Directorate for Human Resources and Finance (Directorate E) is responsible for the optimal implementation and development of the human and financial resources, including the control environment, of the European Committee of the Regions (CoR). It provides CoR members and the institution's general secretariat with high quality services while guaranteeing compliance with the regulatory framework: the Staff Regulations, the Conditions of Employment of Other Servants of the European Union (CEOS) and the Financial Regulation, as well as the rules flowing from these, and internal control standards. Directorate E works closely with all the CoR departments and at an interinstitutional level. The Directorate for Human Resources and Finance comprises five specialised Units:

- E.1 – Strategic use of Resources, Smart House
- E.1 – Annual Budget and Finance
- E.2 - Recruitment and Career
- E.3 - Working Conditions and talent management
- E.4 – Financial management

The Recruitment and Career Unit is organised around two sectors: the Recruitment sector and the Career sector. It is a dynamic team of 13 colleagues representing a variety of EU countries, languages and cultures.

The Recruitment Sector ensures timely selection and recruitment of all staff categories (officials, temporary/contract/interim agents, seconded national experts, special advisors), management of the organisation staff chart and job descriptions, provides metrics and statistics related to all staff related matters and manages the main HR related tools (SysPer). The Career Development Sector is responsible for the evaluation and the promotion of all concerned staff categories, organises the certification procedure and manages individual files. We are currently looking to recruit a new colleague in order to consolidate the team and provide the best possible support to our client services.

Over the last years, we have collectively managed to digitalise all our processes and to continue recruiting despite the challenging sanitary context. As part of our future challenges, we want to improve the attractiveness of the CoR through targeted Employer Branding, to retain our talents and to provide more mobility options for staff.

3. Are you the talent we are looking for?

3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED

- Think with a critical spirit, analyse and solve problems pragmatically.
- Assess critically credibility and reliability of sources, data and information and use relevant digital tools to carry out the duties.
- Organise own work, demonstrate responsibility, identify priorities, take appropriate decisions and deliver results.
- Adapt to an evolving working environment, demonstrate commitment and adopt constructive attitude at all times. Remain effective and flexible even during period of heavy activity.
- Take initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Learn and professionally develop to continuously enhance job performance and knowledge of the organisation and working environment.
- Work together with others in a constructive way by contributing to a diverse and inclusive working environment. Demonstrate respect and courtesy at all times.
- Convey information and relevant opinions clearly and concisely both orally and in writing, facilitate interaction and engage effectively with others. Treat confidential or sensitive information accordingly.

3.2 JOB-SPECIFIC REQUIREMENTS

- You possess a very good knowledge of the provisions of the Staff regulations regarding staff selection and recruitment;
- You have a previous working experience of at least 2 years in human resources management, acquired ideally in the European institutions, in order to be operational quickly and meet the current service needs;
- You have a strong command of IT applications and tools (Outlook, Excel, Word, SharePoint, Teams, etc.) and you have experience in managing team sites in SharePoint or the ability to quickly acquire this knowledge;
- You have a thorough knowledge of one official language of the EU and at least satisfactory knowledge of another official language of the EU. For functional reasons, a good command of English and French is required. Knowledge of any other EU languages would be an asset.

3.3 ASSETS

- Knowledge of the functioning of the EU institutions and the political structure and organisation of the CoR would be an asset;
- Previous experience with Adonis, SysPer and the ABAC financial management system would be an asset.

4. What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.

- Flexible working hours and teleworking opportunities subject to the needs of the service.
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation.
- An EMAS-certified institution that is continuously looking to improve its environmental performance.

5. Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the [online application form](#) before 31/10/2024 at noon.

Please remember to read carefully the appendix to this vacancy announcement to learn relevant details about this selection procedure.

The Secretary-General
Petr Blížkovský

The [European Committee of the Regions](#) (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union policies are being devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.