



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

2 posts - Assistant

Reference number: COR/AST1-AST9/30 BIS/24

Directorate	Directorate for Legislative work 1
Unit	Unit B.I – Coordination, planning, impact – Future of Europe, better law-making, EU treaties
Vacancy	AST1-AST9
Type of post	ASSISTANT Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	31/10/2024
Deadline	22/11/2024 at noon (Brussels time)

1. Your job and responsibilities

As an assistant in Unit B.I, you will be part of the team of Directorate for Legislative work 1. You will be directly involved in the design of organizational tasks for the strategic planning of its activities. You will be invited to contribute actively, within the framework of the Directorate's mandate, to the work of the bodies of the European Committee of the Regions (CoR).

The function requires specific personal skills for coordination activities and requires regular interaction with other departments. You need to show a real interest in EU policies, the CoR's political contribution to the EU's decision-making process, and make sure that the institution's political priorities are traceable in the contributions of its bodies.

In particular, you will contribute to the smooth functioning of horizontal coordination within the Directorate, in accordance with the instructions received, and in the framework of inter-service consultations, in good cooperation with the other CoR Directorates.

You will contribute in particular to the legislative and interinstitutional programming of the commissions, the coordination of the allocation and the monitoring of deadlines for referrals to the commissions concerned, the preparation and quality control of documents for Bureau meetings and CoR plenary sessions and the allocation and follow-up of requests from the cabinets of the Secretary-General and the President (FCAB and FSG). You will participate in the preparation of the calendar of committee meetings and the coordination of the evolving calendar for follow-up of

opinions within committees, including interinstitutional data and deadlines. You will be the contact point for the institutions' legislative programming services and for the CoR Registry in the preparation of relevant documents, with particular attention to the quality and accuracy of the data encoded in the CoR opinion management database.

You will also provide administrative support for the production of the annual activity report, the management plan, the risk analysis and the ex-post verification exercise, as well as the management of the implementation of CoR procedures and instructions. You will also be responsible for the layout and publication of the Directorate's studies on the interinstitutional basis of the publications and on the CoR website.

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

The Directorate for Legislative work 1 consists of three commission secretariats and a coordination Unit, and has about 50 people. In particular, the Directorate is responsible for NAT (Natural Resources), ENVE (Environment, Climate Change and Energy) and CIVEX (Citizenship, Governance, Institutional Affairs and External Relations).

The main tasks of the Directorate are to prepare the institution's political messages by assisting members in drawing up CoR opinions, facilitating the political process in the framework of the Bureau and the plenary session, and organising meetings of external commissions and events. The tasks of the coordination team, consisting of 6 persons attached to the Deputy Director, include the management of framework contracts, studies, budgetary and financial programming, legislative planning, coordination of horizontal projects in the Directorate, management of external requests, inter-institutional relations, etc. but it is also responsible for "Future of Europe", "Better Regulation" and "EU Treaties".

In this context, you will be keen to facilitate a networked approach, in particular through the interdepartmental "Task-Forces" set up by the Secretary-General, to increase synergies with the secretariats of the commissions, in collaboration with the coordination team of the Directorate for Legislative Work 2, as well as with the Directorate for Members, Plenaries, Strategy, and to continue the excellent partnership with the Directorate in charge of communication actions for the political activities of the CoR members.

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 have a thorough knowledge of one official language of the EU and a satisfactory knowledge of another of those languages. For functional reasons, a good command of English is required and a good knowledge of French is desirable;
- You have a good command of basic IT applications and tools (Outlook, Excel, Word, SharePoint 365 etc.) and an interest in modernising and digitising administrative processes.

3.3 ASSETS

- Good knowledge of the CoR's Rules of Procedure and administrative procedures 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 22/11/2024 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.