



European Committee  
of the Regions

Human Resources and Finance

## CALL FOR EXPRESSION OF INTEREST

### Contract staff member working as technical operator (mainly offset)

Reference number: COR/CA/FGI/12/2024

|                     |   |
|---------------------|---|
| Directorate         | Directorate for Logistics   |
| Unit                | Printing/Distribution   |
| Sector              | Printshop   |
| Type of position    | Contract staff member FG I  |
| Period              | 1 year, starting from 01 March 2025 <ul style="list-style-type: none"><li>▪ Upon the completion of the initial contract, including the successful fulfilment of a probationary period, <b>the contract may be renewed for an additional one-year period, after which it may be converted into an indefinite contract</b>, subject to the needs of the service and budgetary availability.</li></ul> |
| Application         | <a href="#">Online application form</a><br>Please note: <ul style="list-style-type: none"><li>▪ Candidates preselected for this procedure will be required to pass a written test before the interview with the selection panel. Further details will be provided in the invitation.</li></ul>  |
| Date of publication | 12 December 2024  |
| Deadline            | 15 January 2025 at noon (Brussels time)   |

## 1. Your job and responsibilities

Interested in joining the printing team working for the two Committees? Like to help your colleagues to get their documents and other products printed in good quality and in time?

As a technical (mainly offset) operator in the printshop unit which is part of the Directorate for Logistics, you are responsible for printing with offset and digital technique, for finishing products and dealing with routine maintenance of the machines.

You organise your printing work in either preparing the offset plates via the Computer to Plate (CTP) system or in dealing with the checking and imposition of the different documents received for digital printing.

You are also responsible for operating different finishing machines (gluing, binding, cutting, laminating etc.)

You are part of the dynamic team of the joint printshop, which consists of around 10 colleagues.

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

The Directorate for Logistics (DL) mission is to provide the Committee of the Regions (CoR) and the European Economic and Social Committee (EESC), their members and their administrations, with specific services related to infrastructure, printing and distribution of documents and other products, security & safety, catering and environmental aspects (EMAS). The provision of these services is based on the principles of quality of service, a balanced response to the needs of both Committees, flexibility and adaptability towards new developments and innovations, and optimal efficiency in the use of human and financial resources.

The Printing and Distribution Unit is part of the DL and works for both the CoR and the EESC. Our mission is to produce the documents and other products required within the deadlines set and to the requested standard, and to distribute them to the various recipients.

The unit is composed of around 25 staff members in total and is divided into two services and a central management team:

- Printshop
- Distribution/Expedition
- Central management team

Our main achievements are to satisfy our clients' needs and to provide the requested products in the required quality within the deadlines set.

Our challenges ahead are linked to the reorganisation of the printshop to adapt the resources (human, financial, technical) to the changing needs.

## **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 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 sound experience in printing with different techniques especially in offset and possibly in digital.
- You are able to carry out tasks related to imposition, pagination and planning of complex printing work.
- You are ready to learn positioning and preparing of offset plates via the Computer to Plate (CTP) technique.
- You dispose of knowledge on finishing off publications including: cutting, assembling, stapling, laminating, folding, stitching and binding brochures and publications.
- You are able to perform controls and routine maintenance of printing equipment.
- You have a good sense of initiative and responsibility including polyvalence and availability.
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages. For functional reasons, a good level of French is required and a basic level of English and/or Dutch is desirable.
- You have a basic command of IT applications and tools, such as Outlook, Excel, Word, Sharepoint etc.
- You fulfil the physical fitness conditions required for the performance of the duties involved.

Please note that candidates must meet the eligibility criteria specified in [art. 82\(3\) of the Conditions of Employment of Other Servants](#).

## 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. Our dedication to inclusivity is also reflected in our efforts to enhance the accessibility of our vacancy notices, including the layout of the current vacancy and its annex (left alignment, increased spacing and font size etc.). By improving their readability, we strive to make these documents accessible to all, including individuals with disabilities.
- 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 15 January at noon.

Please note:

- only candidates preselected for the interview and written test by the selection panel will be contacted. If you have not been contacted within six weeks following the application deadline of the vacancy notice, please consider your application unsuccessful.

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.