



European Committee
of the Regions

Human Resources and Finance

CALL FOR EXPRESSION OF INTEREST

Contract staff member working in Building Projects

Reference number: COR/AC/FGIII/11/2024

Directorate	Logistics
Unit	Infrastructure
Sector	Building Projects
Type of position	Contract staff FGIII
Period	2 years, starting from 01 February 2025
Application	Online application form
Date of publication	12 December 2024
Deadline	15 January 2025 at noon (Brussels time)

Please note: the successful completion of [EPSO CAST FGIII](#) is required

1. Your job and responsibilities

Interested in a position where you will use your technical and analysis skills daily? Fancy working in a directorate that serves two separate European Union (EU) institutions, where you will be actively involved in strategic building projects?

As an agent in the building projects sector, you will plan and propose technical projects in accordance with the priorities and strategies of the unit/directorate for Logistics.

You will coordinate, control the quality and timing of work carried out by external contractors.

You will propose and manage projects to improve the energy performance of buildings in line with the EMAS and Green Deal objectives.

You will propose actions to improve the performance of the buildings, with knowledge of the construction world and specific technical areas (Building Management System (GTC), heating, ventilation, air-conditioning, electricity, fire detection and firefighting, etc.);

You will manage the administrative and technical aspects of routine and/or extraordinary renovation works;

You will ensure compliance with safety and security regulations;

You will analyse and study the consequences of technical adaptations to rooms dividing plans, new premises, etc.

You will monitor the financial status of the projects and take appropriate action and, if appropriate, allocate additional budget, decide on savings, postpone expenditure, etc.

You will contribute to framing the buildings' policy.

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

The role of the Infrastructure unit within the Directorate for Logistics (DL) is to manage the infrastructure of the two Committees: European Economic and Social Committee (EESC) and European Committee of the Regions (CoR).

The infrastructure unit is responsible for:

- Managing the real estate portfolio which consists of 5 buildings, 4 of which are owned, for a gross surface area of approximately 120,000 m² (the real estate portfolio is located in the European district in Brussels);
- Developing a long-term real estate strategy that integrates the objectives of the Green Deal;
- Organizing the technical maintenance of buildings and carry out transformation and improvement projects in building performance;
- Taking the measures necessary to ensure conformity with health and safety standards in the EESC and CoR buildings;
- Managing the EMAS certification;
- Managing the catering service.

Our main achievements in the Building projects sector:

- Proximity and connectivity of buildings: all Committees' buildings are physically interconnected with each other for efficiency reasons
- The integration of an upgraded security policy: entrance halls have been secured; High capacity to welcome visitors;
- Intensive maintenance and upkeep of the buildings: Multiannual planning – renovation – sustainability: finalisation of the modernisation of the BvS, of the renovation works of office floors of the VMA, strive for the creation of the best possible working environment and considering accessibility and sustainable solutions to build and to manage infrastructure;

Our challenges ahead:

- In the context of environmental management of buildings, not only the EU Green Deal targets for all environmental indicators - overall reduction of carbon emissions- must be met, but also the environmental legislation (COBRACE & PLAGE for Brussels).
- The preparation of a renovation cycle from 2028 onwards, which requires a global and coherent strategic reflection (legal, functional, energy, environmental, safety, accessibility and technical aspects), not only on the renovation work itself, but also on how to ensure the business continuity of the two Committees during this renovation cycle.

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 passed [EPSO CAST FGIII](#)¹
- You have a bachelor's degree in construction engineering, electromechanical engineering, electronics or equivalent by experience.
- You have a previous working experience of at least 5 years in the fields of technical services (BMS/GTC, HVAC, electricity) for office buildings or equivalent.
- You have a good command of IT applications and tools (Microsoft Office, etc.); knowledge of AutoCAD or Revit and MS Project would be an asset.
- You have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of another of the EU official languages. For functional reasons, a good level of French is required.

¹ For more information please consult the [website EU Careers](#).

- You have good technical analysis skills and ability to work in a design office.
- You have the ability to work in a team and adapt to an international working environment.

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 2025 at noon**.

Please note:

- the successful completion of [EPSO CAST FGIII](#) is required to be eligible for this selection procedure.
- only candidates selected by the selection panel for an interview 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.