



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Human Resources Assistant – Individual Files and Certification Manager

	Reference number: COR/AST1-AST9/37 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	12/12/2024
Deadline	08/01/2025 at noon (Brussels time)

1. Your job and responsibilities

Do you have a passion for managing staff personal files with precision and care? Are you skilled with digital tools and eager to contribute to the digital transformation of our HR processes?

We are looking for a dedicated, detail and service-oriented professional who thrives on logical organisation and enjoys providing excellent service. In this role, you'll combine a high level of autonomy with the opportunity to collaborate closely with a supportive team. If you have a strong sense of responsibility, an eye for detail, and a commitment to delivering exceptional support to colleagues, we want to hear from you!

Join us in shaping a modern and efficient HR environment where your expertise will truly make an impact.

As an HR Assistant in the Career Sector, your role includes:

- Managing individual staff files and serving as the primary point of contact for personal files for all staff members of the European Committee of the Regions (CoR) as well as external stakeholders;
- Overseeing the annual certification procedure for officials in the assistant function group, ensuring a smooth and efficient process;
- Ensuring compliance with the third language rule for newly recruited staff members;

- Driving digital transformation by playing a key role in the migration of the Unit's working environment to M365 SharePoint and supporting the digital organization of workflows.

You'll be joining a dynamic and close-knit team of three colleagues in the Career sector, where collaboration, availability, attention to detail and a commitment to excellence are key.

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

The Recruitment and Career Unit is part of the Directorate for Human Resources and Finance of the CoR, composed of five operational Units comprising approximately 80 officials and other servants. The Unit is organised around two sectors: the Recruitment sector and the Career sector. It is a dynamic team of 13 staff members representing a variety of EU countries, languages and cultures.

Our Unit is responsible for the centralised management of all selection and recruitment procedures, implementing the organisation chart and producing statistics and reports related to HR management, including all aspects of career development and HR communication and Employer Branding.

You would be joining the Career sector, a team of three colleagues with diverse expertise, responsible for administering procedures related to staff annual assessments, promotions, certification, third language requirements and the management of individual files.

Our main achievements:

Over the past few years, we have consistently improved the quality of the service offered to our clients by making our procedures and files related to the Unit's area of responsibility fully paperless. During the COVID-19 period, which has significantly altered our working practices and habits, we have been able to ensure the continuity of all recruitment and career development processes without interruption, thanks to the collective effort of the whole team and a full digitalisation of our files and electronic workflows.

In addition, our Unit plays a key role in preparing the Annual Report on HR. This essential tool of internal and external communication summarises the main achievements of the past year in a few pages, while also promoting the European Union as a modern and flexible employer of choice, actively committed to achieving its mission of serving all Europeans.

Our upcoming challenges:

In the coming years, we need to identify new ways to optimize the fully paperless management of files while ensuring the quality standards and security of archived documents. Additionally, we aim to further streamline our working methods.

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 sound experience in document management and archiving, with a clear understanding of the importance of maintaining organised and accessible records.
- You have relevant professional experience in the field of HR management acquired within the European institutions (implying a good understanding of the Staff Regulations in the fields relevant for the position).
- You preferably have a technical background, which will support your ability to engage with the digital tools used in this role.
- You are a meticulous and responsible professional, capable of working autonomously while embracing team collaboration and demonstrating a strong sense of service. Your interpersonal and diplomatic skills, along with your integrity and adherence to the highest standards of confidentiality and discretion, set you apart.
- This role requires a sufficient degree of flexibility to ensure consistent on-site availability for the consultation of individual files, which is essential to providing effective support. Due to the scope and responsibility of the position, it is best suited for candidates available to work full-time.
- 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 thorough knowledge of English or French is required; at least satisfactory knowledge of the other of these languages would be an asset.
- You have a good command of IT applications and tools required in your field of expertise, such as Outlook, Excel, Word, SharePoint, etc., and ideally tools such as NDP, SysPer or others.

3.3 ASSETS

- Previous experience in human resources is a strong 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. 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 08/01/2025 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.