

CALL FOR EXPRESSION OF INTEREST

Contract staff member working as a conference technician

Reference number: COR/AC/FGIII/01/2025

Directorate	Members, Plenaries, Strategy
Unit	Bureau, plenary and central meeting service
Sector	Meetings and planning
Type of position	Contract staff FGIII
Period	9 months, starting from 01 April until 31 December 2025
Application	Online application form
Date of publication	16 January 2025
Deadline	30 January 2025 at noon (Brussels time)

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

1. Your job and responsibilities

Interested in working as a conference technician? Like to help your colleagues ensure the smooth organisation of CoR meetings?

As a conference technician in the unit A2, you are responsible for maintenance and upgrade of conference and interpretation equipment and integration of new cloud-based technologies for interpretation.

You are also responsible for contributing to new projects for integration new technologies into the CoR systems.

You are part of the dynamic team of the conference technicians, which consists of 5 colleagues.

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

Our Unit A2 for Plenary, Bureau and Central Meeting Service has a staff of 29 colleagues and is part of the Directorate A for Strategy, Plenary and Service to members. It is divided into two

teams/sectors. One is the Registry and the other one is the Central Meeting Services with the following teams:

- Conference technicians
- Meeting ushers
- Coordination team

Our field? Conference technicians.

Our main achievements: To constantly maintain a high standard of technology for our meeting rooms.

Our challenges ahead: To further renovate our meeting rooms and to implement new technologies in meeting rooms and for external CoR meetings, such as remote interpretation technologies .

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 FGIII¹](#)
- You have sound experience in working as a conference technician and are used to following established procedures.
- You have strong with handling IT based applications and processes in the field, you are analytical and rational.

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

- 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 high level of English is required and a good level of French is desirable.
- You have a good command of IT applications and tools, such as Outlook, Excel, Word, Sharepoint, etc.
- You are keen on working with cloud-based solutions and relevant specialised programming tools
- You have experience in working for EU institutions

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 30 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.