



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE

### Protocol Officer

Reference number: COR/AST1-AST9/2 BIS/25

Directorate	Directorate for Members, Plenaries, Strategy
Unit	Unit A.3 – Protocol and institutional correspondence
Vacancy	AST1-AST9
Type of post	ASSISTANT Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	16/01/2025
Deadline	30/01/2025 at noon (Brussels time)

## 1. Your job and responsibilities

Interested in diplomatic protocol? Do you like to assist high-level representatives, help your colleagues and find solutions?

As a protocol officer in Unit A.3, you are responsible for assisting the President and the Secretary General of the European Committee of the Regions (CoR), providing protocol assistance to high-level political representatives and finding operational solutions to various challenges they face in execution of their respective political or administrative mandates.

You organise logistics allowing our political representatives to reach maximum efficiency in making the voice of Europe's regions and cities being heard at European and international scene.

You are part of a small dynamic team of the Protocol and institutional correspondence service, which consists of four colleagues.

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

Our Unit A.3 - Protocol and institutional correspondence has 10 staff members and is part of the Directorate for Members, Plenaries, Strategy. It is divided into 3 services:

- Protocol and institutional correspondence;

- Visitors service;
- Transport service.

Our task is to deliver impeccable and efficient protocol assistance to top-level political representatives of the CoR. Our main achievements consist in providing high-level protocol assistance, contributing and facilitating the political work of CoR representatives and building and maintaining the reputation of our political assembly.

Our challenges ahead:

- Providing protocolar and logistical support to next CoR President and current Secretary General;
- Assisting the Chief of Protocol with coordination and preparation of internal and external services in view of welcoming VIP visitors;
- Preparation and coordination of protocol aspects related to missions of the CoR President, Secretary General and other representatives outside of Brussels;
- Coordination and organization of bilateral meetings, official meals, receptions including coordination of internal and external service providers;
- Coordination of preparation of notes, briefings, official letters and diplomatic correspondence related to the protocol activity;
- Handling request for patronage and citizens' petitions;
- Management of official gifts: orders, inventory tracking, responding to requests from internal services;
- Organising official meals, receptions and various ceremonies (awards, signing, commemorations, etc);
- Ensuring efficient financial management as Operational initiating agent (OIA).

### **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 diplomatic protocol, international or inter-institutional relations, high-level hospitality services or event management.
- You have excellent presentation skills combined with strong interpersonal and communication skills.
- 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 experience in working in political environment at local, regional, national or international level.
- You have very good drafting skills and experience in handling high-level written communication (letters, emails, diplomatic correspondence).
- You have a good command of IT applications and tools, such as Outlook, Excel, Word, SharePoint, etc.

### 3.3 ASSETS

- Previous experience in diplomatic protocol and/or in hospitality/gastronomy sector is a strong asset.
- Good knowledge of the rules of diplomatic protocol and etiquette is desirable.
- Due to the nature of the work, a high degree of flexibility and availability would also be an advantage.
- Proven experience in financial management within the EU institutions with knowledge of ABAC 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. 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 30/01/2025 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.