



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Building project manager¹

Reference number: COR/AD5-AD12/9 BIS/25

Directorate	Directorate for Logistics
Unit	Infrastructure Unit
Vacancy	AD5-AD12
Type of post	Official - Administrator Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	13/02/2025
Deadline	13/03/2025 at noon (Brussels time)

1. Your job and responsibilities

Are you interested in working in an international and dynamic environment? Would you like to help your colleagues provide first-class services in the field of building project management while maintaining high standards of quality and customer satisfaction?

As an administrator in the Infrastructure unit, building project management sector, you will contribute to the design, preparation, organization and implementation of the following tasks:

- operational and administrative monitoring of real estate project studies and works contracts (technical monitoring, establishment of budgetary needs and monitoring of contracts and amendments, preparation of orders, control of services provided and invoicing);
- in all these tasks and processes, you interact closely with a wide range of internal and external stakeholders at the administrative level – institutional partners, experts, suppliers and contractors – as well as with other Committee services, such as the Finance and Purchasing sector, etc.;
- draft the technical specifications of calls for tender for studies and works, as well as participate in procurement procedures and the evaluation of offers;
- manage and supervise the design offices and other contractors in the sector's area of competence and verify the compliance of the services of the service providers with the technical specifications of the contracts;
- acceptance of works, commissioning tests, technical approvals;

¹ Any reference to a person of the male sex shall be deemed also to refer to the female sex, and vice versa.

- verify the legal compliance of buildings, in collaboration with the relevant internal and external services;
- propose improvements to the performance of buildings, based on knowledge of the construction world and specific technical areas (heating, ventilation, air conditioning, low voltage electricity, high voltage electricity, fire detection and fighting, BMS, etc.);
- participate in conferences, seminars and other events, including online, in particular with a view to strengthening technical knowledge relevant to the sector;
- contribute to the development of the Committees' building strategy;
- support relations with other EU institutions in the field of building policy.

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

The mission of the Logistics Directorate (DL) is to provide the European Economic and Social Committee (EESC) and the European Committee of the Regions (CoR), their members and their administrations, with specific services related to infrastructure, printing and distribution of documents and other products, security, catering and environmental management (EMAS).

These services are provided respecting the needs of both Committees, based on principles of quality, flexibility and adaptability towards new developments and innovations, while ensuring optimal use of human and financial resources.

The Infrastructure unit is made up of approximately 40 people divided into 5 sectors:

Finance and Purchasing
 Real Estate Projects
 Maintenance and Technical Projects
 Space Management and Completions
 EMAS and Catering Service

The unit is responsible in particular for the management of movable and immovable assets, the management of office supplies, the organization of moves, the management of spaces, the management of catering services and also ensures the dynamic management of the EMAS project in cooperation with the competent services of each Committee. Our objective is to guarantee quality, safe and sustainable working conditions for members and staff, while respecting the identity and autonomy of each Committee, and according to the evolution of their respective needs and priorities. The main mission of the real estate projects sector within the Infrastructure Unit is to carry out renovation, transformation and performance improvement projects for the real estate portfolio. This is with the aim of providing a quality working environment for members, staff and visitors of both Committees, taking into account best practices in sustainable construction. The position to be filled is in the real estate projects sector, which currently consists of 1 administrator and 3 assistants.

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 a thorough knowledge of an official language of the European Union (EU) and a satisfactory knowledge of another official language of the EU. For functional reasons, a good knowledge of French and English is required; knowledge of other languages would be an asset.
- You have a long-term higher education diploma in architecture, civil engineering, industrial engineering in construction or electromechanics;
- You have good knowledge and/or experience in the field of building project management;
- You have experience and good knowledge in the field of energy and environmental performance, special techniques (HVAC, electricity, GTC, etc.) of tertiary buildings would be an asset;
- You have the ability to develop projects, manage priorities and master complex files;
- You have a good knowledge of European, national and regional legislation and standards in the field of technical, environmental and energy installations in tertiary buildings;
- You have the ability to coordinate interinstitutional activities related to the mission of the sector;
- You have the ability to stay at the forefront of new trends in the field of construction, particularly in the areas of special techniques and sustainable construction;
- You are proficient in common computer applications (Microsoft Office) and are able to learn CoR-specific applications.

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 13/03/2025 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.