



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE

### Administrator in the Commission for Economic Policy (ECON) digital policy

Reference number: COR/AD5-AD12/15 BIS/25

Directorate	Directorate for Legislative work 2
Unit	ECON commission
Vacancy	AD5-AD12
Type of post	Official - administrator Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	28/02/2025
Deadline	14/03/2025 at noon (Brussels time)

## 1. Your job and responsibilities

Interested in political, legislative and analytical work related to economic policy, with a specific focus on digital policy and artificial intelligence? Like to be part of a dynamic team, holding a wide set of responsibilities, and having frequent contact with the members of the European Committee of the Regions (CoR)?

As an administrator in the ECON commission's digital policy team, you are responsible for policy coordination, expert input, guidance and monitoring, and contributing to the legislative and political work of the ECON Commission. You will need to provide high-quality policy support to CoR members and promote the CoR's political messages in the policy fields relevant to the ECON commission.

You organise ECON commission meetings, meetings between CoR rapporteurs and MEPs and European Commission representatives, as well as other events.

You are also responsible for managing relevant studies, shaping the CoR's input to the EU's digital policy and as well as for fostering regular contact and cooperation with counterparts in other EU institutions and with external partners, developing specific (inter-institutional) projects in the areas related to digital policy and artificial intelligence.

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

The ECON commission secretariat has 13 members of staff and is one of the three Units that make up the Directorate for Legislative work 2. The main tasks of the Directorate are to prepare the political messages of the institution by assisting Members in drawing up CoR opinions, supporting the political process within the Bureau and Plenary Session, and organising Commission meetings and external events. The key mission of the Directorate is to promote the effective involvement and contribution of the CoR in the decision-making process of the EU.

It plays a key role in framing and implementing the CoR's institutional and political strategies, and contributing to an improved, evidence-based, EU policymaking. An important element of this work is to provide analytical and organisational support to the political work of the institution, and to ensure the follow-up of CoR opinions, promoting and monitoring their impact.

The ECON commission focuses on the following specific policy areas:

- Economic Policy including the Single Market and competitiveness
- Economic Governance and European Semester
- Sustainable Development Goals Governance and implementation
- Industrial Policy, SME Policy and entrepreneurship
- Competition and State Aid Policy and International Trade and Tariffs
- Local/regional finance and investment, including fiscal decentralisation
- Digital policy, Artificial Intelligence and Space Policy

## 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 sound experience in the fields of digital policy and artificial intelligence as well as how policy choices in these fields could impact regional and local actors.
- You have solid experience interacting with numerous inter-institutional stakeholders and external partners, including the coordination of common projects.
- You have strong communication skills and a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another EU official language. For functional reasons, a high level of English is required, and a good level of French is desirable.
- You have excellent analytical and drafting skills both in the field of policy analysis and in the domain of policy briefings and reports.
- You have a strong sense of initiative and a good team spirit.
- You have a university degree in an area relating to Economics, Law, Political and Social Sciences and European Affairs.
- You have a good command of IT applications and tools, such as Outlook, Excel, Word, Sharepoint, Teams etc.

### 3.3 ASSETS

- A very good knowledge of the EU institutions, policies, and the CoR, including a strong appreciation of the different political stakeholders at EU, national, regional and local levels.
- Previous experience related to the EU's digital policy development is a strong asset.
- Previous work and project management at the local and regional level is an additional plus, as is previous work with or for local and regional authorities.

## 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 14/03/2025 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.