



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Assistant to the Head of Unit in the CIVEX commission

Reference number: COR/AST1-AST9/14 BIS/25

Directorate	Directorate for Legislative work 1
Unit	CIVEX commission
Vacancy	AST1-AST9
Type of post	Official - Assistant Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	27/02/2025
Deadline	14/03/2025 at noon (Brussels time)

1. Your job and responsibilities

Interested in supporting political, legislative and analytical work related to democracy, better regulation, active subsidiarity and external relations? 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 assistant to the Head of Unit in the Commission for Citizenship, Governance, Institutional and External Affairs (CIVEX) in the European Committee of the Regions (CoR), you are responsible, for providing general administrative support to the work of the unit CIVEX Commission and for cooperating with the unit and directorate management team and other colleagues.

You autonomously coordinate the preparation and follow-up of official documents and correspondence, manage translation requests, and keep track of deadlines.

You also provide logistical organisation of various events and meetings (either in Brussels or in a hosting region/ city) by following detailed CoR procedures in coordination with several CoR units, preparing documents and correspondence, and communicating with CoR Members, political group colleagues and external stakeholders.

You also provide administrative and logistical support for (onsite or remote) policy-related events and horizontal activities (studies, surveys, reports, consultations), in coordination with other units and external stakeholders.

You act as backup to the other assistants in the unit and carry out tasks as assigned by the Head of Unit.

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

The CIVEX commission secretariat is one of the three Units that make up the Directorate for Legislative Work 1. 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 policy-making. 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 CIVEX commission focuses on specific policy areas:

- Constitutional affairs, responsible for topics like democracy, devolution and multilevel governance, subsidiarity and proportionality, better law-making and regional/local impact of EU legislation, migration, asylum and integration, rule of law (CONST);
- External relations, responsible for driving the CoR's activities in support of Ukraine and for shaping the local and regional dimension of the enlargement and neighbourhood policies, as well as for promoting and supporting the role of local and regional authorities in development cooperation (RELEX).

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 very good verbal and written skills, in particular for communicating with politicians and high-level stakeholders as well as drafting and publishing news items on the web.
- You have strong interest in issues under the CIVEX commission remit.
- 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, Teams etc.

3.3 ASSETS

- Previous experience in in logistical and administrative support is a strong asset.
- Good knowledge of the CoR's Rules of Procedure and administrative procedures would be an asset.
- Knowledge of the functioning of the European Union institutions 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 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.