



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Policy Officer for Cohesion Policy

Reference number: COR/AD5-AD12/24 BIS/25

Directorate	Directorate for Legislative work 2
Unit	Unit C.1 - Commission for Territorial Cohesion Policy and EU Budget (COTER)
Vacancy	AD5-AD12
Type of post	ADMINISTRATOR Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	27/03/2025
Deadline	10/04/2025 at noon (Brussels time)

1. Your job and responsibilities

Interested in cohesion policy? Like to help your colleagues analyse developments in the field of cohesion policy, follow its implementation and develop and respond to proposals for legislation?

As a policy officer for cohesion policy in the COTER Commission, you are responsible for following this key policy priority of the European Committee of the Regions (CoR), supporting CoR members in this field, engaging with a multitude of stakeholders, reaching out to other EU institutions and thinking creatively about how to achieve CoR objectives. You also closely follow the work of the European Commission, the European Parliament and the Council of the EU, and are aware of all relevant decisions taken and prepared by the co-legislators. You work closely with members of the CoR, but also with Member States of the EU and staff of other EU institutions. You provide members in the CoR with written and oral assistance (preparing policy analyses, organisation of events, voting lists, draft reports, etc.). You help to organise the work of the COTER commission by providing the information needed to draft agendas, notes for the chair, minutes, etc.

You foster contact between CoR members and other EU institutions, and with other relevant stakeholders. You take part in expert groups and interinstitutional working groups on behalf of the CoR. You organise high-level events of the CoR, such as the joint meeting of the COTER commission with the REGI committee of the European Parliament. You are also responsible for matters relating to urban policy and lead the work of the CoR in relation to the institution's contacts

with the OECD. You are part of the dynamic team of the COTER Commission, which consists of 15 colleagues, including 9 policy officers and 3 assistants.

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

Our Unit C.1 - COTER Commission has a staff of 15 members and is part of the Directorate for Legislative work 2.

Our field? Our Unit is in charge of organising the work of the COTER commission, assisting its members in drawing up the opinions of the CoR, supporting the political process within the Bureau and plenary sessions and organising commission meetings and external events. The COTER commission deals with cohesion policy, including European Territorial Cooperation and the Just Transition Fund, transport policy, urban policy, the EU budget, regional statistics and indicators. The COTER secretariat is also responsible for the official EU register of European Groupings of Territorial Cooperation (EGTC) and for managing the European Cross-Border Platform (ECBP), as well as for the CoR's work on Territorial Impact Assessments.

Our main achievements

Over recent years, the COTER commission has established very good relations with the European Parliament and its REGI, TRAN and BUDG committees, the European Commission, the Council presidencies, as well as with other relevant institutions and organisations. Thanks to its alliance-building with the European associations of local and regional authorities and other partners, in particular through the #CohesionAlliance, it has been able to achieve significant political impact in key policy areas, such as the Cohesion Policy legislative package for 2021-2027, where many of the CoR's recommendations were taken on board by the co-legislators.

Our challenges ahead

The European Commission is currently preparing its legislative proposals for the post 2027 Multi-annual Financial Framework and future cohesion policy. It will be crucial to continue to advocate for an EU budget that is responsive enough to cater for new priorities and emergencies while providing long term stable means to support local and regional investments. This includes ensuring that a strong cohesion policy available to all EU regions is maintained post-2027 and that its golden principles of shared management, multi-level governance, partnership, and the place-based approach are not only safeguarded, but further strengthened.

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 EU policy-making, preferably in the areas covered by the post.
- You have strong capability to use IT applications and tools (Outlook, Excel, Word, SharePoint, etc.).
- 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 one other EU language, ideally French, is desirable.
- You are keen on leading projects and implementing them individually.
- You have a university degree or professional experience of an equivalent level in one of the following areas: law, economics, public policy, public administration, economic development policy, geography.

3.3 ASSETS

- Previous experience in the area(s) of cohesion policy and/or urban policy is a strong asset.
- A high degree of competence in conducting policy work and analyses is desirable.

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 10/04/2025 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.