



European Committee  
of the Regions

Human Resources and Finance

## CALL FOR EXPRESSION OF INTEREST

### Temporary staff member AST3 working in tech-driven process administration

Reference number: **COR/TA/AST3/1/2025**

Directorate	Directorate for Human Resources and Finance
Unit	EI - Strategic Use of Resources, Smart House
Type of position	Temporary staff member AST3
Period	2 years, starting from 01 May 2025
Application	<a href="#">Online application form</a>
Date of publication	06 March 2025
Deadline	20 March 2025 at noon (Brussels time)

## 1. Your job and responsibilities

Are you interested in helping us design the administration of the future, using the full potential of available IT tools, robust and ready to embrace upcoming IT challenges powered by AI? Would you like to help your colleagues simplify their working methods, automatise processes and be part of a small dynamic team of passionate colleagues in charge of strategic resource allocation and modernisation? Are you ready to join us for a two-year adventure?

We are currently looking for a versatile colleague, well-acquainted with the latest IT technologies and ready to help us improve and modernise our processes to better integrate available IT tools and automate certain tasks using SharePoint, CoPilot and other technologies.

As an assistant of AST3 level in the Directorate for Human Resources and Finance, working under direct leadership of the Deputy Director, you will be part of the team in charge of strategic resource allocation and smart house, composed of 7 highly motivated colleagues. You will be responsible for assisting colleagues in charge of reporting, managing internal control related and administrative procedures, but also office space allocation and modernisation of processes.

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

Unit EI oversees the Smart House mission, which aims to leverage efficiency gains from digitalization and new working methods, including the use of Microsoft (MS) 365 tools. EI supports small digitalization projects and provides coaching and advice on MS 365.

Additionally, it is responsible for other operational topics such as Internal Control, Planning and Reporting and Business Continuity

Furthermore, it coordinates the long-term resource allocation strategy to ensure a fair allocation of budget and human resources for the CoR, in cooperation with unit E1.

## **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 at least a 5 years working experience in managing administrative tasks and modernising processes, ideally acquired within the European Institutions.
- You have strong IT skills (advanced user of SharePoint, Excel) and curiosity about AI and future IT technologies.
- You possess very good analytical and drafting skills.

- You enjoy working autonomously but have also a strong team spirit and collegial approach. You have strong diplomatic skills and can adapt your message to various publics.
- You have a thorough knowledge of one of the official languages of the European Union (EU) 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 would be an asset.
- You are keen on learning and providing proactively support to colleagues.

Please note that candidates must meet the eligibility criteria specified in [art. 12\(2\) of the Conditions of Employment of Other Servants](#).

#### 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 20 March 2025 at noon**.

Please note that only candidates selected for an interview by the selection panel will be contacted. If you have not been contacted within six weeks following the application deadline of the vacancy notice, please consider your application unsuccessful.

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.