



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE

### Secretary/clerk in One Stop Shop

Reference number: COR/SC1-SC6/23 BIS/25

Directorate	Directorate for Members, Plenaries, Strategy
Unit	Unit A.1 - Services to members
Vacancy	AST/SC1-AST/SC6
Type of post	SECRETARY/CLERK 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 working in direct relation to the members of the European Committee of the Regions (CoR)? Like to help your colleagues in assisting CoR members and other participants to CoR meetings to access all necessary information?

As a secretary/clerk in One Stop Shop, you are responsible for providing information, support and assistance to CoR members and other meeting participants. This implies i.a. collecting and managing members data, handling relations with national delegations and political groups, providing administrative, financial and logistical assistance to members, distributing information to members (including in updating the intranet and website), etc. It equally entails contributing to the further upgrade of the services and information provided to members and other meeting participants via digital tools (possibly driven by artificial intelligence). It may also imply involvement in financial management, in creating business partners in SUMMA/or as financial/operational initiating agent on various budget lines.

Integrated in unit A.1 – Services to members, you will be a part of the dynamic team of the CoR One Stop Shop, which consists of 4 versatile colleagues.

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

Our Unit A.1 – Services to members has a staff of 18 colleagues and is part of the Directorate for Members, Plenaries, Strategy. It is divided into several domains of activity:

- a general information helpdesk for members (One Stop Shop);
- financial services for members' and other meeting participants' related expenditure;
- a service responsible for holistic management of the CoR's records management policy and (ongoing and historic) documentary resources;
- a central information hub which delivers library and connected knowledge management services by collecting, preserving and disseminating information related to the objectives and activities of the CoR.

Our main achievements in recent years and months are the delivery of efficient and qualitative day-to-day service to members and other participants at CoR meetings and events, both from a logistical, administrative and financial point of view, proactive hosting of the CoR members appointed for the new 2025-2030 term of office of the institution, successful organization of the first deposit of the historic archives of the CoR to the Historical Archives of the European Union in Florence, following the institution's 30th anniversary and a rationalisation of the offer of tailor-made online information for CoR members, staff and other stakeholders so as to further enhance the information flows in an increasingly digitizing world.

Our challenges ahead are to continuously provide CoR members and other meeting participants with the necessary information and support; the implementation of modern, simplified and consolidated rules for the reimbursement of participants to CoR meetings and the modernisation of the CoR's record management policy, by joining the European Commission's e-Domec document management policy and in deploying the related IT applications (including ARES).

### **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 relevant experience in administrative and/or financial support tasks, in particular in dealing with high level stakeholders.
- You have very good oral and written communication skills, in particular for communicating with politicians and high-level stakeholders as well as drafting and publishing news items and other information on the web.
- You have an interest in modernising and digitalizing administrative processes.
- 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 at least a good level of French is desirable.
- You have a very good command of IT applications and tools, such as Outlook, Excel, Word, SharePoint, Teams, etc.

### 3.3 ASSETS

- Relevant professional experience inside the EU institutions.
- Knowledge of or professional experience in financial and budget management.
- Thorough digital skills, including experience with artificial intelligence driven tools, and/or experience with the creation and maintenance of websites and similar information platforms.
- Being familiar with ABAC and/or SUMMA, the applications used for financial management inside the EU institutions.

## 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.