



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE

### Project Manager

Reference number: COR/AD5-AD12/18 BIS/25

Directorate	Directorate for Legislative work 1
Vacancy	AD5-AD12
Type of post	ADMINISTRATOR Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	06/03/2025
Deadline	20/03/2025 at noon (Brussels time)

## 1. Your job and responsibilities

If you're looking for a role where you can drive impactful projects and support high-level decision-making, this opportunity is for you!

As a project manager in the Directorate for Legislative work 1 and directly attached to the Director, you will work closely with all four units within the realm of the Directorate to plan and coordinate flagship projects, ensure smooth project execution, and contribute to the overall success of the Directorate.

You will actively engage in cross-functional working groups, fostering collaboration across Directorates to strengthen synergies and optimise knowledge sharing.

Additionally, you will enhance the visibility of the three commissions by implementing effective communication strategies and organization of events. This includes ensuring a seamless flow of information both within the commissions and towards the members of the European Committee of the Regions (CoR), facilitating and contributing to the key objectives of the institution. You will also contribute to the development of targeted outreach and engagement efforts, maximising the impact and recognition of commission activities.

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

The Directorate for Legislative work 1 (Directorate B) is composed of three commission secretariats and a coordination unit, with approximately fifty staff members, those namely being:

- Unit B.1 - Coordination, planning, impact – Future of Europe, better lawmaking, EU treaties;
- Unit B.1 - Commission for Natural Resources (NAT);
- Unit B.2 - Commission for the Environment, Climate Change and Energy (ENVE);
- Unit B.3 - Commission for Citizenship, Governance, Institutional Affairs and External Relations (CIVEX).

The primary mission of our Directorate is to shape the CoR's political messages, supporting its members in drafting opinions, facilitating the political process within the Bureau and Plenary Sessions, and organising commission meetings and external events beyond Brussels. Additionally, we ensure the CoR's active participation in the EU decision-making process and coordinate its political activities.

#### Our achievements

We have successfully optimized internal processes, enhancing political coordination between commission secretariats and other Directorates. Through proactive engagement, we have amplified the CoR's influence in EU policymaking, ensuring a stronger voice in decision-making. Additionally, we have reinforced synergies with EU institutions, increasing both visibility and impact.

#### Our challenges

We are committed to maximising impact while working within resource constraints, ensuring the most effective contribution to the CoR's political activities. Strengthening cross-Directorate synergies remains a priority, fostering a networked approach through inter-service task forces and collaborations with Directorate for Legislative work 2 and communication teams. In a constantly evolving EU political landscape, we proactively anticipate and respond to institutional changes and legislative developments that affect the CoR's work. Furthermore, we strive to enhance public engagement and outreach, ensuring that the CoR's political messages and initiatives reach a broader audience and influence policy discussions at all levels.

## 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 knowledge of the areas covered by the Directorate for Legislative work 1.
- You are familiar with the dynamics of highly structured political processes and administrative procedures.
- You have excellent analytical skills, you are a quick learner and have intellectual curiosity for European affairs and concrete projects.
- 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, etc.

### 3.3 ASSETS

- Previous experience in political bodies of a local or regional authority is a strong 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 20/03/2025 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.