



European Committee  
of the Regions

Human Resources and Finance

## CALL FOR EXPRESSION OF INTEREST

### Temporary Staff Member working in the Staff Well-being and development sector

Reference number: COR/TA/AST1/3/2025

Directorate	E Human Resources and Finance
Unit	Working Conditions and Talent Management
Sector	Staff Well-being and development sector
Type of position	Temporary staff AST1
Period	2 years, starting from 01/06/2025
Application	<a href="#">Online application form</a>
Date of publication	20/03/2025
Deadline	03/04/2025 at noon (Brussels time)

## 1. Your job and responsibilities

Interested in talent development and more specifically learning and development? Like to help your colleagues in designing and organising training programmes to support their development and learning?

As a Learning & Development Assistant in the sector "Staff well-being and development" of Unit E3, "Working conditions and Talent Management" within the Directorate for Human Resources and Finance, you are responsible for the design, development and organisation of training courses and more generally for the day-to-day management of training activities.

You organise various trainings as set in the annual training plan and in contact with internal and external stakeholders. This includes as well developing new training content, updating and revising the structure and content of existing training activities in order to align training offer to learning and development needs. As Course Manager you will also take care of all the logistics aspects related to the courses as well as all the financial workflows, where applicable.

You are also responsible for the promotion of the courses via the bi-weekly internal newsletter, of which you will become the editor. As Learning & Development Assistant you will also participate in various ad-hoc projects related for instance to management development and change management and more generally to talent development within the CoR.

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

Our Unit Working Conditions and Talent Management (E3) has a staff of about 22 colleagues and is part of the Directorate for Human Resources and Finance. Unit E3 is divided into 4 main areas of expertise:

- Individual rights and obligations
- Working conditions
- Health and Wellbeing (including the Medical and Social Service)
- Learning & Development and career management

Our challenges ahead as an HR-related unit, are to remain client oriented while embracing all the technological changes and the evolution of the individual needs of our staff, mainly from a point of view of well-being, talent management, diversity and inclusion.

## **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 HR matters and more specifically a keen interest in adult training and in Learning and Development in general.

- You have experience in organising and managing logistical aspects of events and ideally training sessions.
- You have strong organisation and planning skills and you are able to work autonomously on various projects at the same time.
- You have strong communication skills, both written and oral which enable you to interact with external and internal stakeholders at various levels within the institution. Experience in newsletter management as well as social media communication is a strong asset.
- You possess prior experience in initiating financial workflows or have a keen interest in learning it.
- 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 and French is required.
- You have a good command of IT applications and tools, such as Outlook, Excel, Word, Sharepoint and Dynamics.

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 03 April 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.