

Brussels, 6 March 2025

**Recruitment notice No COR/TA/AD6/5/25/PES
concerning a post of policy advisor (administrator)
temporary agent, AD 6
for the Group of the Party of European Socialists (PES) in the Committee of the Regions**

I. INTRODUCTION

The Authority empowered to conclude contracts of employment, in agreement with the president of the **Group of the Party of European Socialists (PES Group) in the European Committee of the Regions (CoR)**, has decided to open a **selection procedure for the purpose of recruiting a temporary staff member as a policy advisor (administrator) pursuant to Article 2(c) of the Conditions of Employment of Other Servants of the European Union (CEOS) and Decision 31/2018 of the Secretary-General of the CoR related to the recruitment of temporary staff.**

About the PES Group

The PES Group in the CoR brings together social democratic and progressive locally and regionally elected politicians from across the EU. The group aims to promote a progressive European vision centred on solidarity and social and territorial cohesion. The PES Group works to achieve its priorities in the CoR's thematic commissions, which cover a broad range of policy areas relevant to local and regional authorities. These commissions produce policy recommendations on proposed EU strategies and legislation, and on issues that the CoR considers of key importance to Europe's cities and regions. The PES Group organises events and citizen debates in cities and regions across Europe, bringing policymakers and citizens together, encouraging debate and driving policy action on some of the most important issues facing Europeans. The PES Group works in close cooperation with its sister group in the European Parliament (S&D Group) and, as a full member organisation of the Party of European Socialists, actively contributes to raising awareness about the local and regional dimension of PES initiatives and priorities.

The PES Group is currently assisted by a secretariat of 15 people. The secretariat assists the president and its members and carries out in-depth work ahead of CoR commission meetings, plenary sessions and related activities. Moreover, the secretariat liaises with its counterparts in the European Parliament and the Party of European Socialists to ensure smooth cooperation with the European socialist network.

Place of work: Brussels
Post: Temporary agent
Grade: AD 6

INDICATIVE TIMETABLE FOR THE SELECTION PROCEDURE

Closing date for applications:	6 April 2025 at 12 noon (Brussels time, GMT+1)
Eligibility assessment:	April 2025
Written test:	May 2025
Oral test:	June 2025
Entry into service:	September 2025

This timetable is indicative and may be adjusted according to the needs of the service.

II. NATURE OF DUTIES AND PROFILE

The successful candidate will be responsible, under the authority of the group's president and its secretary-general, for the **political preparation of the meetings of the CoR commissions, plenary sessions and other political initiatives, and for ensuring interinstitutional relations and relations with the PES network.**

This post requires expertise as well as relevant political experience and skills as a policy advisor, to be carried out in alignment with the political priorities and objectives of the CoR and the PES Group.

The policy advisor's main duties are to:

- prepare briefings for the PES Group political coordinators;
- provide support to PES rapporteurs and shadow-rapporteurs in drafting opinions, formulating amendments and engaging in political negotiations;
- prepare voting lists and handle negotiations with the other political groups' secretariats and at administrative level;
- facilitate communication with relevant European Parliament counterparts;
- monitor the PES political family networks and bodies;
- contribute to organising events on themes of political importance for the PES Group;
- contribute to drafting media briefing notes, press releases, communication campaigns and content for the web and for social media networks; and
- support the president and other CoR political leaders of the PES Group by drafting briefing notes and speeches.



III. ELIGIBILITY

The selection procedure is open to candidates who meet the following conditions on the closing date for applications.

A. General conditions

Under Article 12(2)(a) of the CEOS, candidates must:

- be a national of a Member State of the European Union;
- have fulfilled any obligations concerning statutory military service;
- have produced the necessary character references for performance of the duties concerned (the successful candidate will be required to provide an extract from their police record or equivalent document before recruitment);
- be physically fit to perform the duties linked to the post (the successful candidate will be examined by the CoR medical officer before recruitment).

B. Specific conditions

1. Diplomas and professional experience

- candidates must have completed a university education of at least three years attested by a diploma, preferably in political sciences, international relations or EU studies;
- candidates must have a minimum of **three years of professional experience** in a European political environment linked to the objectives of the PES European family.

2. Knowledge and experience:

- excellent written and oral communication skills;
- excellent skills in negotiation and relations;
- experience managing multiple simultaneous projects.

In addition, the ideal candidate will have:

- a good knowledge of the EU institutions and how EU policies relate to local and regional authorities;
- experience or knowledge of the organisation, activities and objectives of the PES European family, and be committed to the PES Group's values;
- a strong team-player attitude;
- a good ability to adapt to a fast-paced environment;
- a hands-on attitude;
- very good organisational skills and be able to meet deadlines;
- a sense of responsibility and the ability to work under pressure;
- experience working with local and regional authorities;
- experience working in a multicultural and multilingual environment.



3. Language skills

A thorough knowledge of an official language of the European Union and at least a satisfactory knowledge of another official language of the Union is required. For functional reasons, a very good knowledge of English is required. Candidates whose mother tongue is English will be required to sit the written tests in French¹.

4. IT skills:

Candidates are required to have a very good knowledge of current web applications and IT software such as Excel, Outlook, Sharepoint and Powerpoint, and of the most common communication platforms and online event tools.

IV. SELECTION PROCEDURE

The selection procedure is based on **qualifications and tests (written and oral)**.

All correspondence with the applicants will be via email. Applicants are responsible for informing the CoR's HR department in writing of any changes to their email addresses. The CoR's HR department cannot be held responsible for the non-delivery of emails.

A. Eligibility

The CoR's HR department will submit a list of all applications received to the selection panel.

Applicants who:

- do not meet the general conditions for admission and the specific conditions regarding diplomas and professional experience (set out under Section III 'Eligibility', points A and B.1);
- submitted their applications after the closing date of **6 April 2025 at 12 noon (Brussels time)**;
- did not submit all documents in the form and content as required in Appendix 1;

will be excluded from the selection procedure by the selection panel and informed by the HR department via email.

B. Pre-selection procedure based on qualifications

Among applicants meeting the conditions for admission specified in point A, the selection panel will select those who have the best qualifications and the most relevant professional experience with regard to the criteria described in Section II of the recruitment notice 'Nature of the duties and profile'.

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In view of the nature of the duties to be carried out, this requirement is necessary in order to strike a balance between the need to ensure the recruitment of a person who possesses the highest levels of competence, performance and integrity, and the interests of the service, which requires the successful candidate to be immediately operational and capable of communicating effectively within the institution as part of their daily work in one of the languages most used as an internal *lingua franca* by EU officials and staff. Candidates whose mother tongue is English will sit the tests in French, as French is the second most widely used language in the CoR working environment.



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The selection panel will carry out this selection based on the applicants' motivation letter and CV backed up by supporting documents by using a pre-established evaluation grid based on the specific conditions set out in Section III B, points 2, 3 and 4.

A maximum of 20 candidates with the best scores will be shortlisted and admitted to the written tests.

The CoR HR service will inform those not shortlisted by the selection panel via email.

C. Invitation to the tests

The CoR's HR department will invite shortlisted candidates via email to participate in the written tests.

Please note that the selection panel may disqualify any applicant if, at any stage of the selection procedure, it finds that:

- they do not meet one or more of the general conditions governing admission to the selection procedure; or
- the claims made in their application are not substantiated by appropriate supporting documents or prove to be inaccurate.

The candidates to whom this measure applies will be informed via email by the CoR's HR department.

V. TESTS

A. Written tests

The written tests will take place online in English. Only candidates whose mother tongue is English will be required to take the written tests in French (see Section III B, point 3).

The written tests will take the form of a multiple-choice questionnaire, an editorial test and a case study exercise.

Test 1

The first test will be a multiple-choice exercise aimed at assessing the applicant's knowledge in the field of EU and political current affairs.

Duration of the test: 40 minutes

Marking: 0 to 20 points

Minimum pass mark: 10 points

Test 2

The editorial written test will be carried out to evaluate communications skills, political sensitivity and knowledge of EU policies.



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Duration of the test: 60 minutes

Marking: 0 to 20 points

Minimum pass mark: 10 points

Test 3

The case study will be carried out to evaluate negotiation skills, political sensitivity and knowledge of EU policies.

Duration of the test: 60 minutes

Marking: 0 to 20 points

Minimum pass mark: 10 points

Written tests 2 and 3 will be anonymised and marked by at least two assessors based on a pre-established evaluation grid pursuant to the requirements as set out under Section II 'Nature of duties and profile'. An average mark will be awarded to each applicant based on the marks received from the assessors designated among or by the selection panel for each test.

Only applicants who achieve a pass mark in each of the written tests (10/20) will be eligible to sit the oral test. Those who are awarded scores below the pass mark in at least one test will be eliminated.

Only the five best applicants will be invited to sit the oral test.

The applicants will be informed whether or not they are invited to the oral test by the CoR's HR department.

B. Oral test

The oral test will take the form of a structured interview to assess the applicants' motivation, competencies, knowledge and suitability to perform the tasks listed in Section II 'Nature of duties and profile' within the PES Group secretariat.

The interview will be held primarily in English. The selection panel may assess any other language skills declared by the applicant in their application during the interview. These can represent an asset.

Duration of the test: 40 minutes

Marking: 0 to 40 points

Minimum pass mark: 20 points

The selection panel will evaluate the applicants on the basis of a pre-established evaluation grid pursuant to the requirements as set out under Section II 'Nature of duties and profile'.



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The applicants who achieve the minimum pass mark (20/40) will be ranked by decreasing order of merit. All candidates with scores below the minimum pass mark will be eliminated. All candidates invited to the oral test will be informed about the result of the selection procedure. As there is only one post available, only one candidate will be recruited at the end of the selection process. All other candidates will receive a negative answer. A reserve list may be established for future recruitment for the same profile. Such a reserve list would be valid for one year from the date of publication of the list, with the possibility of renewal based on the needs of the service.

VI. RECRUITMENT PROCESS

The recruitment will be done at grade AD 6 following the provisions of Article 2(c) of the CEOS. This open-ended contract includes a mandatory 9-month probationary period.

VII. SELECTION PANEL

The selection panel will be appointed by the Authority empowered to conclude contracts of employment. It will be chaired by a representative of the PES Group Presidency and composed of two representatives from the PES Group secretariat, one representative from the Staff Committee and one representative from the Directorate for Human Resources and Finance. One observer may be invited to assist the selection panel during the oral test.

The works of the selection panel are secret and governed by this recruitment notice. The selection panel examines the applications on the basis of pre-established evaluation grids and documents the results by a reasoned decision. An equal treatment of the applicants is ensured at each level of the procedure.

Under no circumstances should applicants approach the selection panel, either directly or indirectly, concerning the recruitment procedure. It reserves the right to disqualify any applicant who disregards this instruction.

VIII. APPLICATION

Applicants must send their full application file consisting of the documents listed in Appendix 1 to the following email address with the reference '**Recruitment notice No COR/TA/AD6/5/25/PES**' by the deadline.

recruitment@cor.europa.eu

Deadline for applications: 6 April 2025 at 12 noon (Brussels time, GMT+1)

The date and time of dispatch of the email will be taken to be the date and time of submission of the application.



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Applications must be emailed in PDF format. The scanned documents must be legible. Supporting documents must be scanned as separate files, as explained in Appendix 1.

Applications sent by registered or ordinary post will not be considered. The same applies to applications sent by internal mail. The CoR's HR department will not accept applications that are submitted in person.

Applicants are asked not to telephone to inquire about the timetable for the procedure.

It is the applicants' responsibility to contact the CoR's HR department if they have not received an automatic acknowledgement of receipt of their application after submitting their complete application form.

Applications must be in English or in French.

Candidates whose diplomas or employment-related documents are in a language which is not an official language of the EU must enclose a (non-official) translation.

IX. OTHER PROVISIONS

The provisions concerning the request for review of the selection panel decision, appeals, complaints to the European Ombudsman, equal opportunities, access to documents and protection of personal data are explained in detail in Appendix 3.

Each applicant is required to take acknowledgement of Appendix 3 and attach it to the application, signed and dated.

Secretary-General of the CoR

Peter BLÍŽKOVSKÝ
(signed)



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APPENDIX 1

LIST OF DOCUMENTS TO BE SUPPLIED WITH THE APPLICATION

First PDF scanned file, in the following order of documents (MAX 5MB):

- Appendix 2 “Application form with formal declaration”, dated and signed;
- Cover letter, written in English or French, of maximum 2 pages;
- An up-to-date CV (in Europass format, see: <http://europass.cedefop.europa.eu>), written in English or French;
- Appendix 3 "Requests for review – appeals – complaints to the European Ombudsman – equal opportunities – access to documents – protection of personal data", dated and signed to acknowledge receipt;
- Copy of passport or national identity card.

Second PDF scanned file (MAX 5MB):

- Copies of supporting documents relating to the university education;
- Copies of supporting documents relating to the professional experience in a European political environment linked to the objectives of the PES European family.

PLEASE DO NOT PROVIDE MORE DIPLOMAS OR PROFESSIONAL CERTIFICATES THAN REQUIRED AT THIS STAGE OF THE PROCEDURE AND BE AWARE OF THE FACT THAT ALL E-MAILS OF MORE THAN 10MB MIGHT BE AUTOMATICALLY REJECTED BY THE SERVER.

INCOMPLETE APPLICATIONS WILL BE AUTOMATICALLY REJECTED.



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APPENDIX 2

Recruitment NOTICE N° COR/TA/AD6/5/25/PES

APPLICATION FORM

I hereby submit my application for the above-mentioned **selection procedure**.

Full name:

.....

Contact email:.....

Contact mobile telephone number:.....

Language skills & choices:

Mother tongue:.....

1. Multiple choice questionnaire or short open questions (candidates must choose between English or French but cannot choose their mother tongue if it is one of the two):
.....
2. Editorial written test (obligatory in English, except if it is the mother tongue of the candidate. He/she will then have to take it in French.):
.....
3. Case Study Exercise (candidates must choose between English or French but cannot choose their mother tongue if it is one of the two.):
.....

FORMAL DECLARATION

I declare that the information and all the documents provided in my application are both truthful and complete.

I declare on my honour that:

- i. I am a national of one of the Member States of the European Union;
- ii. I enjoy my full rights as a citizen;
- iii. I have fulfilled any obligations imposed by the laws concerning military service;
- iv. I am able to produce the appropriate character references as to my suitability to perform the duties envisaged;
- v. as far as I am aware, I meet the physical fitness conditions required for the performance of the duties envisaged.

I am aware:

- that my application will be rejected if I do not send the requested documents in accordance with the instructions specified in the recruitment notice;
- that any false declaration will cause the automatic annulment of my application.

Date:

Signature:



APPENDIX 3

PROVISIONS REGARDING

REQUESTS FOR REVIEW – APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN – EQUAL OPPORTUNITIES – ACCESS TO DOCUMENTS – PROTECTION OF PERSONAL DATA

REQUESTS FOR REVIEW

You can request a review if:

- the selection panel has failed to abide by the provisions governing the selection procedure;
- the selection panel has failed to abide by the provisions governing its work.

Please note that the selection panel enjoys a broad measure of discretion in assessing whether and to what extent your answers are correct or incorrect. It is therefore not worth contesting your marks unless there has been a manifest error in law or in fact.

You must submit your duly substantiated request within five working days of the date of dispatch of the rejection email. The address is the same as for submitting applications. The HR department will forward your letter to the selection panel members, who will examine it and reach a decision within five working days.

In the subject line of your letter, please quote:

- the recruitment notice number;
- "request for review" ("*demande de réexamen*");
- the stage of the selection concerned (non-admission, final result, etc.).

APPEALS

At any stage of the selection procedure, if you believe that the CoR or the selection panel has acted unfairly or not respected the provisions of the recruitment notice, and that you have been disadvantaged as a result, you can lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, by sending an e-mail to the secretary-general at the same functional address: recruitment@cor.europa.eu

In the subject line of your letter, please quote:

- the recruitment notice number;
- "complaint Article 90(2) of the Staff Regulations" ("*réclamation article 90, paragraphe 2, du statut*");
- the stage of the selection concerned (non-admission, final result, etc.).

Please note that the selection panel enjoys a broad measure of discretion.

It is not worth submitting a complaint against a decision by the selection panel, as they operate completely independently and their decisions cannot be overturned by the Authority empowered to conclude contracts of employment of the institution. That broad measure of discretion is subject to checks only in the event of a clear violation of the rules governing their work. In that event, a decision by the selection panel may be challenged directly before the Court of Justice of the European Union



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without a complaint having first been lodged under Article 90(2) of the Staff Regulations. An appeal can be lodged under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations with the:

General Court of the European Union¹
Boulevard Konrad Adenauer
2925 Luxembourg
Luxembourg

For both procedures, the time limits start to run from the date you are notified of the decision which is the subject of the appeal.

COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Like all citizens of the European Union, you may lodge a complaint with the:

European Ombudsman²
1, avenue du Président Robert Schuman
CS 30403
67 001 Strasbourg
France

Please note that complaints made to the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for lodging complaints or appeals with the General Court under Article 270 of the Treaty on the Functioning of the European Union. Similarly, please note that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

EQUAL OPPORTUNITIES

The CoR will take care to avoid any form of discrimination during the selection. It applies an equal opportunities policy and accepts applications without any discrimination based on sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

Applicants with a disability are invited to indicate any special needs they may have to the email address recruitment@cor.europa.eu. This request will be handled in complete discretion, and no record of it will be kept.

REQUESTS FROM APPLICANTS FOR ACCESS TO DOCUMENTS DIRECTLY CONCERNING THEM

Applicants have a specific right of access to certain information concerning them directly and individually.

Applicants admitted to the tests may obtain, on request, a copy of their individual assessment sheet including the selection panel's remarks on their performance. All requests for copies must be made within one month of the date on which the email notifying the decision to end the applicant's



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participation in the selection was sent. The information will however only be provided to applicants after the selection panel has established the list of suitable applicants for recruitment.

Requests will be dealt with in accordance with the requirement for the work of the selection panel to be confidential and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

PROTECTION OF PERSONAL DATA

The CoR, as the body responsible for organising this selection, shall ensure that applicants' personal data is processed in strict compliance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1274/2002/EC (Official Journal of the European Union L 295/39, 21.11.2018), particularly as regards confidentiality and security.

The CoR Data Protection Officer provides an independent advisory function as regards the application of Regulation 2018/1725 and is required to keep a central register of all the records of processing activities on personal data carried out by the institution.

Personal data will be collected and processed solely for the purpose of organising this selection and managing the resulting list of suitable applicants (including aspects relating to any internal or external audits or any legal proceedings relating to the selection); where relevant, certain data will be added to the personal file of successful applicants who become officials.

The recipients of the data are:

- the staff in charge of the recruitment procedure within the Directorate for Human resources and finance;
- the members of the selection panel;
- where applicable, the Legal Service;
- where applicable, the internal audit service, the Court of Auditors, the disciplinary authorities, OLAF and the Court of Justice.

Applicants have a right of access, rectification, blocking, erasure and objection (e-mail: recruitment@cor.europa.eu) on request for the rights of access and rectification.

Applicants have access to their applications, for which they have a right of rectification:

- with regard to the documents demonstrating eligibility, up until the closing date for applications;
- with regard to identity data, with no time limit.

Right of blocking, objection and erasure: within five working days of receipt of the request.

Documents relating to the selection procedure (including those relating to the rejected applicants) will be kept by the responsible department in the administration for five years following recruitment of suitable applicant(s) (this period is justified by the need to be able to respond to a possible audit procedure).



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With regard to successful selection procedure applicants who have not been recruited, documents concerning them that were obtained when they registered for the selection will be kept for two years after the list expires.

With regard to successful applicants who are recruited, the documents concerning their selection, their application file and a copy of the list will be placed in their personal files.

Any documents concerning a request relating to a disability will be destroyed after the end of the procedure, unless the said request resulted in costs being incurred, in which case they will be kept for five years (this period is justified by the need to be able to respond to a possible audit procedure).

Once the retention period has elapsed, the documents will be destroyed.

Applicants' attention is drawn to the fact that they have the option of contacting the CoR's Data Protection Officer (DPO): data.protection@cor.europa.eu, and of contacting the European Data Protection Supervisor at any time: edps@edps.europa.eu.

Received by the applicant:

Date:

Signature: