



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Administrator in the CoR Registry

Reference number: COR/AD5-AD12/27 BIS/25

Directorate	A - Directorate for Members, Plenaries, Strategy
Unit	A.2 - Bureau, Plenary and Central meeting Service
Sector	Registry
Vacancy	AD5-AD12
Type of post	ADMINISTRATOR Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	03/04/2025
Deadline	28/04/2025 at noon (Brussels time)

1. Your job and responsibilities

Interested in working in the Registry of the European Committee of the Regions (CoR)? Are you interested in organising and supporting the CoR Plenary Sessions? Would you like to be at the forefront of the CoR political and administrative work? Then this job is for you.

The CoR Plenary Sessions are the center and culmination of the political work of the CoR. We are responsible for providing briefings for the President, planning the debates with CoR and external speakers, preparing the agendas, ensuring the provision of all background documents and liaising with all CoR services to make them happen. We are also actively innovating the presentation and staging of Plenary Sessions.

This role involves significant political contacts, meticulous planning, and strict administration. Our ambition is to create space for debates, support members in using the Plenary Session as inspiration for their home constituencies and enable high-level discussions on the most pressing issues for our cities and regions.

As part of the registry team, your duties will consist of:

- Coordinating documents for Plenary Sessions and Bureau meetings, carrying out quality control and conformity check on their content and drafting various other documents;

- Preparing draft briefings for the President and the Secretary-General;
- Organising and preparing in-house preparatory meetings prior to plenary sessions;
- Drafting minutes and the final versions of resolutions/declarations and statistics;
- In good coordination with other Directorates, provide assistance to ensure that preparations for events run smoothly, in conjunction with local organisers, including preparatory missions and missions for external Bureau meetings which take place twice a year and for the CoR summit of regions and cities which takes place once or twice during the five-year political mandate;
- Managing the work of the CoR's interregional groups.

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

Our Unit "A2 Bureau, plenary and central meeting service" is part of Directorate A and consists of 29 staff members. We are divided into two sectors: Registry and Central meeting service and planning. Our responsibilities include managing the organization of meetings for the CoR statutory bodies, such as Plenary sessions and Bureau meetings.

We provide logistical support for all meetings organized by the CoR, ensuring the planning and organization of plenary sessions and Bureau meetings, including the preparation of agendas, minutes, and meeting documents. The challenges ahead involve maintaining efficient coordination and support for these meetings while continuously innovating and improving our processes to meet the evolving needs of the CoR and its members.

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

- Thorough and proven knowledge of CoR (internal) procedures, as well as experience in organising statutory meetings including follow-up activities.
- Very good communication and interpersonal skills, as well as strong organisational skills.
- Proactive and flexible approach, with a strong sense of responsibility and client orientation.
- Ability to work in a team is essential for this job.
- Ability to work with all services within the CoR, including political groups and cabinets.
- 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 another EU language is desirable.
- Good command of IT applications and tools, such as Outlook, Excel, Word and Sharepoint, including AI tools in a secure environment.

3.3 ASSETS

- Previous experience in a in cross-service cooperation field in a European Institution.

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 28 April 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.