



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Policy Assistant

Reference number: COR/AST1-AST9/26 BIS/25

Directorate	Directorate for Legislative work 1
Unit	Unit B.2 - Commission for the Environment, Climate Change and Energy (ENVE)
Vacancy	AST1-AST9
Type of post	ASSISTANT Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	03/04/2025
Deadline	29/04/2025 at noon (Brussels time)

1. Your job and responsibilities

Interested in EU policies and role of regions and cities? Like to help your colleagues in making the voice of regional and local politicians heard at EU level?

As a policy assistant in the ENVE Commission, you will be responsible for:

- organisational and logistical support to the organisation of the ENVE Commission's statutory meetings, including at external venues;
- coordination and administrative follow-up of legislative work of the ENVE Commission;
- assisting the policy officers in ensuring the smooth preparation and follow up of the draft opinions;
- coordination of specific communication activities of the Green Deal Going Local campaign and related activities such as best practices, GD funding alert, production of visuals, management of content in Members+ and similar;
- preparation and management of stakeholder consultations (remote and onsite on the premises) by using Dynamics tool;
- coordination of amendments and voting on opinions, both in plenary sessions and commission meetings;
- support to the work on UN activities in ENVE in term of logistics, coordination of missions and management of financial aspects;
- support to the commission work in the thematic planning, internal and external reporting including coordination of financial planning and its follow-up;

- organisational and logistical support to preparation of Green Deal Going Local working group meetings, to various types of events and other related activities;
- communication with rapporteurs, members and stakeholders during the whole cycle of the legislative work and for preparation of events, liaising with partner networks, institutions and associations.

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

Our Unit B.2 - ENVE Commission has a staff of 12 staff members and is part of the Directorate for Legislative work 1 of the European Committee of the Regions (CoR). It is divided into two sectors:

- Environment (ENV) and
- Climate, Energy and Green Deal (CLIM).

The Unit is responsible for preparing and providing the necessary resources and tools to enable the CoR to fully play its advisory role in the EU's legislative and political process. The team assists the CoR members in drawing up ENVE opinions supporting the political process within the Bureau and the CoR plenary sessions, and is responsible for supporting follow-up and impact evaluation activities. It is responsible for organising ENVE Commission meetings and external events in the relevant policy fields. The ENVE Commission supports the drawing up of the political messages of the CoR in the fields related to European Green Deal, such as climate change, energy, EU space policies, biodiversity, the circular economy and zero-pollution.

Our main achievements:

- coordinating the Green Deal Going Local working group. This cross-commission initiative of the CoR aims to place cities and regions at the core of the European Green Deal and ensure that both the EU's sustainable growth strategy and recovery plan translate into support for cities and regions as well as into tangible projects for every territory. The ENVE Commission also actively feeds into the related Green Deal Going Local campaign which supports members' engagement in the green transition;
- being responsible for CoR activities relating to the Covenant of Mayors, an initiative involving local and regional authorities in the fight for better climate and energy policies;
- engaging in the European Climate Pact, which aims to empower citizens to shape a greener Europe. CoR members are invited to join this initiative as CoR Climate Pact Ambassadors. The CoR supports the CoR Climate Pact Ambassadors in holding local climate events to raise awareness and accelerate climate action locally;
- being in charge of co-managing the Zero Pollution Stakeholder Platform along with the European Commission. The Platform was set up to help achieve the goal of zero pollution in dialogue with stakeholders from different communities and areas of expertise, including local and regional authorities;
- playing a leading role at the global level in the CoR's involvement at UN conferences for climate change and biodiversity. Therefore, the ENVE Commission is in charge of the coordination of CoR delegation to the UNFCCC's COPs and UN Biodiversity Conferences CBD COPs.

Our challenges ahead:

- ensuring stronger and more coordinated support to CoR members;

- further increasing outreach and impact by strengthening the evidence base and quality of opinions, strengthening collaboration with other EU institutions, like-minded partners and territorial organisations, and fostering collaboration within the CoR administration;
- driving cross-border co-operation and territorial partnerships.

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 strong interest in issues under the ENVE Commission remit, in particular climate, energy and environment policies.
- You have a thorough knowledge of an official language of the European Union and a satisfactory knowledge of another official language of the European Union. For functional reasons, a very good knowledge of English is required. Knowledge of French is desirable.
- You are proficient in using the most common IT applications (Outlook, Excel, Word, PowerPoint etc.) and willingness to further develop in this area.

3.3 ASSETS

- Previous experience in EU institutions is a strong asset.
- Experience in communication, campaigns and working with visuals would be of high added value.
- Experience in logistical and administrative support is a strong asset.
- Good knowledge of the CoR's Rules of Procedure and administrative procedures would be an asset.
- Previous working experience with tools such as SharePoint, SysPer, MiMa, Adonis/Ares, Agora, Dynamics, EU Survey would be considered an 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 29/04/2025 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.