



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Public Procurement Officer

Reference number: COR/AD5-AD12/30 BIS/25

| | |
|---------------------|---|
| Unit | Public Procurement and Financial Management (MPGF) |
| Vacancy | AD5-AD12 |
| Type of post | ADMINISTRATOR Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations |
| Date of publication | 10/04/2025 |
| Deadline | 30/04/2025 at noon (Brussels time) |

1. Your job and responsibilities

Are you interested in managing public procurement procedures? Do you like to help your colleagues to ensure compliance and sound financial management in the area of public procurement?

As a public procurement officer in the Public Procurement and Financial Management Unit, you are responsible for all steps of a procurement procedure, including cooperation with the requesting operational services and other institutions, advising, drafting of procurement documents, contacting economic operators and overall ensuring the timely and compliant completion of procedures.

You organise meetings with operational colleagues of the Joint Services, as well as opening and evaluation committees.

You are also responsible for establishing and improving processes and procedures relating to the service as well as for specific projects to support financial quality within the Joint Services.

You are part of the dynamic team of the Public Procurement sector, which consists of five colleagues.

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

Public Procurement and Financial Management Unit has a staff of seven colleagues and reports directly to the Secretaries-General of both the European Committee of the Regions (CoR) and the European Economic and Social Committee (EESC).

Our field? The general mission of the MPGF Unit is to ensure compliance and sound financial management in the area of public procurement and to support quality and efficiency in financial management within the Joint Services.

Our main achievements consist in ensuring efficient, timely and legally compliant procurement to the Committees, while adapting to changes in markets and in Committees' needs.

Our challenges ahead lie in leveraging the new E-Procurement tools and supporting efficiency and quality in financial management within the Joint Services.

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 managing procurement procedures.
- You have strong drafting skills.
- 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 French is required and a good level of English is desirable.
- You have a good command of IT applications and tools (such as Outlook, Excel, Word, SharePoint, etc.) including AI tools in a secure environment.
- You are keen on improving procedures and working methods.
- You have good knowledge of the EU financial regulatory framework.

3.3 ASSETS

- Previous experience in an EU institution is a strong asset.
- Previous experience with E-Procurement tools and ARES is desirable.

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 30/04/2025 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.