



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Administrator for the Conference of Presidents, strategic planning, EU associations

	Reference number: COR/AD5-AD12/31 BIS/25
Directorate	Directorate for Members, Plenaries, Strategy
Unit	Unit A.I - Foresight, strategic planning, inter-institutional relations
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 eager to support the work of the Conference of Presidents (CoP) of our institution? Are you interested in supporting strategic planning and reporting processes? Would you like to help your colleagues in the interaction with EU associations of cities and regions?

As part of a small and dynamic team, you will contribute to the organisation of the CoP meetings, the political steering and strategic decision-making body of the European Committee of the Regions (CoR). You will coordinate input to and/or drafting documents relating to CoP agenda points. You will monitor and coordinate follow-up to specific CoP decisions, and possible new related actions and projects.

You will contribute to implementing the CoR's strategic planning cycle in close cooperation with other directorates and you will monitor the work of some sectoral commissions. You will coordinate contributions to the Strategic Management Plan for the Directorate, as well as to the Annual Operational Working Plan and Annual Activity Report. You will also coordinate the Directorate's input to the Annual Impact Report; you will be the contact person for possible CoR impact oversight activities.

You will be part of the team managing the CoR's horizontal relations with European Associations of local and regional authorities. This includes organizing 'structured dialogues' with the associations at political and administrative level, some of which may also be with the European Commission. In

relation to the joint CoR-European Commission initiative 'European Network of Regional and Local Councillors', you will be the contact person in our Unit.

You will be in regular contact with the other departments of the CoR and the cabinets of the Secretary-General and the President. You will also engage with the political groups, and some CoR members, as well as a variety of stakeholders. You will be a key contact person for the EU associations of local and regional authorities. You will contribute to handling the inter-institutional relations with all key EU institutions.

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

The Foresight, strategic planning, inter-institutional relations Unit is part of the CoR's Directorate for Members, Plenaries, Strategy. The Unit acts as the secretariat for the CoR's CoP and provides horizontal coordination on the CoR's strategic planning process, strategic foresight activities and inter-institutional relations. The Unit has 5 full-time staff members.

Our main achievements include supporting the CoP in strategic decisions regarding the CoR's Annual Strategic Planning Cycles and Budgets. We have also been involved in drafting and monitoring the implementation of the roadmap towards the 2024 European elections, the Gender Equality Action Plan, and the COVID Action Plan. Our team played a key role in preparing and finalizing new cooperation agreements with the European Commission and the European Parliament. We have enabled the CoR to make a significant contribution to the European Strategy and Policy Analysis System (ESPAS) and the 2024 edition of the Global Trends Reports. Additionally, we have encouraged the formation of a network of foresight regions, supported the CoR mainstreaming foresight in its work, and organized workshops to promote the use of foresight at the subnational level.

Our challenges ahead will include continued support to the CoP for holding important political debates and finding consensus, ensuring oversight over key initiatives and priorities, and taking key strategic decisions. We will contribute to further strengthening our relations with EU associations of cities and regions and to ensure that collectively we make the voice of cities and regions better heard at EU level. Our team will also coordinate the implementation of the new cooperation agreements with the European Commission and the European Parliament. We will continue promoting the involvement of regions and cities in strategic foresight and developing further networking opportunities in this domain.

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 a thorough knowledge of an official language of the European Union and satisfactory knowledge of another official language of the EU. For functional reasons, good knowledge of English is required.
- You have good knowledge of EU policies and the functioning of the EU in general.
- You possess an academic background involving some courses related to political sciences, law, public administration, (European) economic policy, European law or European affairs.
- You have good drafting and analytical skills as well as an ability to proactively carry out projects.
- You have strong capability to use IT applications and tools (Outlook, Excel, Word, SharePoint, etc.) including AI tools in a secure environment.
- You are keen to learn more about policy areas related to the team remits.

3.3 ASSETS

- Knowledge of or experience with local/regional aspects of EU policies and matters would be an asset.
- Having worked on multi-level governance aspects from an analytical or a practical point of view would be an asset.
- Knowledge of other EU languages, including French, would be 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 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.