



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Administrator in charge of Planning, Reporting and Business Continuity Plan follow-up

Reference number: COR/AD5-AD12/32 BIS/25

Directorate	Directorate for Human Resources and Finance
Unit	Unit E.I – Strategic resource allocation and Smart house
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 well-organised and ready to contribute to the modernisation and simplification of administrative processes thanks to IT driven solutions? Are you able to think critically and to propose innovative solutions after checking their legal and technical feasibility? Are you a self-starter who can work autonomously while enjoying team work in a small, yet dynamic and diverse team?

As an administrator specialised in the planning, reporting and Business Continuity, you will be in charge of the main administrative procedures linked to Strategic Management Plan, Annual Activity Report and Business Continuity Plan. You will be able to apply your IT knowledge to automatise, simplify and modernise various aspects of the processes under your responsibility.

You will follow up the development of the new technologies and cooperate with colleagues from the Innovation and Information Technology department to act as a role model in terms of digitalisation of processes within the Directorate (transfer of files on SharePoint, creation of SharePoint platforms and design of collaborative spaces).

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

The Directorate for Human Resources and Finance (Directorate E) is responsible for the optimal implementation and development of the human and financial resources, including the control environment, of the CoR. It provides CoR members and the institution's general secretariat with high quality services while guaranteeing compliance with the regulatory framework: the Staff Regulations, the Conditions of Employment of Other Servants of the European Union and the Financial Regulation, as well as the rules flowing from these, and internal control standards. Directorate E works closely with all the CoR departments and at an interinstitutional level. Our Directorate comprises five specialised Units:

- E.I – Strategic use of resources, Smart house
- E.1 – Annual budget and finance
- E.2 - Recruitment and career
- E.3 - Working Conditions and talent management
- E.4 – Financial management

The Strategic resource allocation and Smart house team is placed under the direct leadership of the Deputy Director of the Directorate for Human Resources and Finance, composed of five operational Units comprising approximately 80 officials and other servants. The team in E.I is currently composed of 7 staff members representing a variety of EU countries, languages and cultures.

The team plays a crucial role in ensuring the efficiency, compliance, modernisation and resilience of administrative processes. In the coming years, the team will face several significant challenges that will require both technical expertise and strategic foresight. Below are the key areas that will shape the future of the team's work:

- **Digital Transformation and Process Optimisation**

As the CoR continues its transition towards digitalised administrative processes, E.I must ensure the successful implementation of IT-driven solutions. The challenge lies in integrating emerging technologies, such as automation, data analytics and artificial intelligence, into existing workflows. Ensuring user-friendliness, accessibility and compliance with legal and data protection frameworks will be critical. The team will need to lead the development of collaborative digital platforms (e.g., SharePoint) while ensuring seamless adoption across the organisation.

- **Strategic Planning and Performance Reporting**

The effective execution of the Strategic Management Plan and Annual Activity Report will require a more streamlined and data-driven approach. One challenge will be fostering a culture of evidence-based decision-making, leveraging data insights to guide strategic priorities.

- **Business Continuity in a Changing Risk Environment**

Given the current geopolitical landscape, including cyber risks, ensuring robust business continuity planning (BCP) is more crucial than ever. The team must enhance resilience by developing and regularly testing contingency plans that account for various crises, including cyber-attacks and security threats. Strengthening collaboration with the IT department will be necessary to ensure

that critical systems remain operational under adverse conditions. Additionally, raising awareness among staff and conducting regular training exercises will be essential components of an effective BCP.

- **Enhancing Administrative Efficiency and Compliance**

The team is responsible for overseeing essential administrative procedures, including ex-post verifications and annual reporting exercises. A key challenge will be simplifying these processes while maintaining compliance with regulatory requirements. Automation and the integration of smart workflows will help reduce administrative burden, but ensuring adaptability and user engagement will be critical to the success of these initiatives.

- **Adapting to an Evolving Workforce and Organisational Culture**

With the increasing shift towards hybrid work models and new ways of working (new office space allocation, evolving working tools and service needs), ensuring effective communication, knowledge-sharing and digital collaboration will be a growing challenge. Developing digital upskilling initiatives and maintaining engagement within a virtual setting will be key to sustaining team performance and innovation.

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 a 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 solid experience in managing administrative processes, their simplification and digitalisation.
- You understand the various aspects of Business Continuity Plans and are ready to support the Business Continuity Officer in his duties.

- You have a strong technical background and have a solid experience in designing SharePoint based collaborative spaces and document libraries.
- You are forward looking and at ease with AI driven tools which you would like to explore further and integrate in your daily work.
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU's official languages. For functional reasons, a thorough knowledge of English or French is required; at least a satisfactory knowledge of the other of these languages would be an asset.

3.3 ASSETS

- You have a previous experience in Strategic planning and reporting and/or optimisation of administrative processes, HR management, specifically related to organisation charts and resource allocation.
- You have a solid user experience or specialist knowledge of ARES.

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.