



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Secretary/clerk in the Maintenance and Technical Projects Sector

Reference number: COR/SC1-SC6/36 BIS/25

Directorate	Directorate for Logistics
Unit	Infrastructure
Vacancy	AST/SC1-AST/SC6
Type of post	OFFICIAL – SECRETARY/CLERK Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	08/05/2025
Deadline	02/06/2025 at noon (Brussels time)

1. Your job and responsibilities

Are you interested in the technical and administrative management of building maintenance and technical projects? Would you like to help your colleagues in the joint services of two EU institutions – the European Committee of the Regions (CoR) and the European Economic and Social Committee (EESC)?

As a secretary/clerk in the Infrastructure Unit's Maintenance and Technical Projects Sector, you will be involved in the administrative and financial monitoring of commitments, contracts, projects and budgets.

You will help organise cooperation between various internal stakeholders (other departments) and external ones (contractors, other institutions, etc.).

You will also be responsible for updating project monitoring tools, framework contracts, order forms and specific contracts.

You will be part of the dynamic team of the Maintenance and Technical Projects Sector, which consists of six people (two administrators and four assistants).

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

The Directorate for Logistics (DL) provides the CoR and the EESC, their members and their administrations with specific services related to infrastructure, the printing and distribution of documents, catering and security.

The Infrastructure Unit (INFRA) employs 40 people and is divided into five sectors:

- Finance and Purchasing;
- Maintenance and Technical Projects;
- Space Management and Finishing;
- Building Projects;
- EMAS and Catering Services.

The Unit is responsible in particular for maintaining and ensuring the smooth running of the buildings' technical installations and managing cleaning, waste, movable property and buildings, building projects, office supplies, removals, rooms and office space and catering. It is also responsible for the dynamic management of the EMAS process in cooperation with the competent departments of each Committee.

We aim to ensure that members and staff have high-quality, safe and sustainable working conditions, with due regard for the identity and autonomy of each Committee and their changing needs and priorities.

The sector's main purpose is to plan, organise and monitor maintenance activities in order to ensure the smooth running of the buildings' technical installations, ensure high-quality working conditions for staff and members and optimise the use of available resources.

Our main achievements are: putting in place appropriate maintenance strategies to make sure that installations are reliable and perform well, modernising and optimising technical equipment to make sure it runs smoothly, responding effectively to major technical incidents to limit their impact and ensure business continuity, ensuring optimal working conditions by making sure that occupants are comfortable and safe, and improving energy efficiency through optimised resource and infrastructure management.

The challenges lying ahead of us include implementing the new maintenance contract while ensuring a smooth transition and rigorous monitoring, modernising ageing infrastructure while ensuring business continuity, anticipating and proactively managing technical incidents to limit their impact, and adapting to regulatory and technological developments to optimise the performance of installations.

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 experience with technical installations and in helping to organise and coordinate projects.
- You have experience in administrative and financial management.
- You are used to working with various stakeholders.
- You have a good command of IT applications and tools, such as Outlook, Excel, Word and SharePoint, including AI tools in a secure environment.
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages. For functional reasons, a high level of French is required and a good level of English 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 02/06/2025 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.