



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Administrator in CoR One Stop shop

Reference number: COR/AD5-AD12/35 BIS/25

Directorate	Directorate for Members, Plenaries, Strategy
Unit	Unit A.1 - Services to members
Sector	One Stop Shop
Vacancy	AD5 - AD12
Type of post	Official - Administrator Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	8 May 2025
Deadline	2 June 2025 at noon (Brussels time)

1. Your job and responsibilities

Interested in working in direct relation to the members of the European Committee of the Regions (CoR)? Like to ensure that CoR members and other participants to CoR meetings have access to all necessary information?

As an administrator assigned to the OneStopShop, you are responsible for organising and ensuring the provision of information, support and assistance to CoR members and other meeting participants.

This implies i.a. ensuring timely communication with members and other meeting participants; collecting and managing members' data; handling relations with national delegations and political groups; providing administrative, financial and logistical assistance to members; coordinating the transparency measures applicable to office holding members under the EU transparency register; actions related to distributing information to members (including in updating the intranet and website); etc.

It equally entails providing a forward-looking vision and driving innovation and digital developments for the OneStopShop, notably in view of broadening and further upgrading the services and information provided to members and other meeting participants, i.a. via digital tools (possibly driven by Artificial Intelligence technology).

Furthermore, under the responsibility of the (deputy-) head of unit, you're called to ensure the daily supervision of the team of the OneStopShop and to assist with the management of the team, for instance in:

- assisting in defining the Unit's objectives within the remit of the OneStopShop, as well as in monitoring and reporting on the progress made towards reaching them;
- allocating and coordinating projects and tasks between team members;
- contributing to smooth communication, a good team spirit and a positive working environment through delegation, empowerment and motivation of the team members;
- participating in interinstitutional networks and working groups in relation to the competencies of the OneStopShop and organising good relationships with counterparts in other institutions, and with those of the competent services of the Council in particular;
- ensuring smooth collaboration and communication between the OneStopShop and other CoR services, including the financial service for members in unit A1.

It may also imply involvement in budgetary, financial and contract management, in the capacity of authorising officer by sub-delegation on various budget lines managed in the unit.

Integrated in unit A1 – Services to members, you are part of the dynamic team of the CoR OneStopShop, which will consist of 4 versatile colleagues.

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

Our Unit A1 – Services to members has a staff of 18 colleagues and is part of the Directorate for Members, Plenaries and Strategy. It is divided into several sectors:

- a general information helpdesk for members (OneStopShop);
- financial services for members' and other meeting participants' related expenditure;
- a service responsible for holistic management of the CoR's records management policy and (ongoing and historic) documentary resources;
- a central information hub which delivers library and connected knowledge management services by collecting, preserving and disseminating information related to the objectives and activities of the CoR.

Our main achievements in recent years and months are the delivery of efficient and qualitative day-to-day service to members and other participants at CoR meetings and events, both from a logistical, administrative and financial point of view; proactive hosting of the CoR members appointed for the new 2025-2030 term-of-office of the institution; successful organization of the first deposit of the historic archives of the CoR to the Historical Archives of the European Union (EU) in Florence, following the institution's 30th anniversary in 2024; and a rationalisation of the offer of tailor-made online information for CoR members, staff and other stakeholders so as to further enhance the information flows in an increasingly digitizing world.

Our challenges ahead are to continuously provide CoR members and other meeting participants with the necessary information and support in an efficient, proactive and modern manner; the implementation of a revised set of rules for the reimbursement of participants to CoR meetings; participation in the simplification and consolidation of the rules in relation to the organization of

activities at CoR; and the modernisation of the CoR's record management policy, by joining the European Commission's e-Domec document management policy and in deploying the related instruments and IT applications (including ARES).

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 administrative, financial and/or coordinating tasks, in particular in dealing with high level stakeholders
- You have strong digital skills and are keen to drive modernisation, innovation and digital developments
- You are client-oriented, solution driven, very well organized and have an eye for detail.
- You have very good oral and written communication skills, in particular for communicating with politicians and high-level stakeholders, as well as for elaborating concise and purposeful messages or information (for direct distribution or for publication on the web).
- You have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of another of the EU official languages. For functional reasons, a high level of English is required and a good level of French is desirable.
- You have a good command of IT applications and tools, such as Outlook, Excel, Word and SharePoint, including AI tools in a secure environment.

3.3 ASSETS

- Thorough understanding of the CoR's mission and internal procedures constitutes an asset.

- Knowledge or relevant professional experience in financial management within the European institutions (and with the ABAC application) team constitute an asset.
- Relevant professional experience in project management and/or in supervising a team constitute an asset.
- Experience with Artificial Intelligence technology driven tools, and/or experience with the creation and maintenance of websites and similar information platforms are 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 2nd June 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.