



European Committee
of the Regions

Human Resources and Finance

CALL FOR EXPRESSION OF INTEREST

Assistant in the Unit A3 – Protocol and Institutional Correspondence

Reference number: COR/CA/FGIII/13/2025

Directorate	Members, Plenaries, Strategy
Unit	Protocol and institutional correspondence
Type of position	Contract staff FGIII
Period	2 years, starting from 01/10/2025
Application	Online application form
Date of publication	03/07/2025
Deadline	17/07/2025 at noon (Brussels time)

1. Your job and responsibilities

Interested in protocol and diplomatic correspondence? Like to help your colleagues and assist high-level political representatives?

As an assistant in the protocol service of unit A3, you are responsible for dealing with diplomatic correspondence and assisting CoR President and Secretary General, providing protocol assistance to high-level political representatives and finding operational solutions to various challenges they face in execution of their respective political or administrative mandates.

You organise logistics allowing our political representatives to reach maximum efficiency in making the voice of Europe's regions and cities being heard at European and International scene.

You are part of a small dynamic team of the Protocol and Institutional correspondence service, which consists of four colleagues.

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

Our Unit Protocol and institutional Correspondence has a staff of 10 and is part of the Directorate for Members, Plenaries and Strategy. It is divided into 3 sectors:

- Protocol service and Institutional Correspondence
- Visitors service
- Transport service

Our field? Delivering irreproachable and efficient protocol assistance to top-level political representatives and VIP guests of the CoR.

Our main achievements consists in providing high-level protocol assistance, contributing to facilitate the political work of CoR representatives and build and maintain the reputation of our political assembly.

Our challenges ahead:

- Providing protocolar and logistical support to CoR President and current Secretary General.
- Coordination and follow-up of CoR diplomatic correspondence.
- Assisting the Chief of Protocol with preparation and coordination of internal and external services in view of welcoming VIP visitors.
- Preparation and coordination of protocol aspects related to missions of the CoR President, Secretary General and other representatives outside of Brussels.
- Coordination and organization of bilateral meetings, official meals, receptions, including coordination of internal and external service providers.
- Coordination of preparation of notes, briefings, official letters and diplomatic correspondence related to the protocol activity.
- Handling request for patronage and citizens' petitions.
- Management of official gifts: orders, inventory tracking, responding to requests from internal services.
- Organising official meals, receptions and various ceremonies (awards, signing, commemorations, etc).

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 passed [EPSO CAST FGIII¹](#).
- You have sound experience in diplomatic protocol, international or inter-institutional relations, high-level hospitality services or event management.
- You have excellent presentation combined with strong interpersonal and communication 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 English is required, and a good level of French is desirable. Knowledge of other EU languages will be an asset.
- You have very good organisational skills, ability to anticipate issues, problem-solving attitude.
- You have experience in working in political environment at local, regional, national level or international level.
- High level of resilience, excellent presentation and unfailing sense of tact and a discreet personality are essential.
- You have ability to work as part of a team and to communicate in an effective manner.
- You have very good drafting skills and experience in handling high-level written communication (letters, emails, diplomatic correspondence).
- You have a good command of IT applications and tools, such as Outlook, Excel, Word, Sharepoint, etc.
- You are keen on learning new competencies and work in a highly dynamic political environment.
- Knowledge of CoR application, such as ADONIS or ARES will be an asset.

Please note that candidates must meet the eligibility criteria specified in [art. 82\(3\) of the Conditions of Employment of Other Servants](#).

4. What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.

¹ For more information please consult the [website EU Careers](#).

- 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 17/07/2025 at noon.

Please note:

- the successful completion of [EPSO CAST FGIII](#) is required to be eligible for this selection procedure.
- only candidates selected by the selection panel for an interview will be contacted. If you have not been contacted within six weeks following the application deadline of the vacancy notice, please consider your application unsuccessful.

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.