



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE

### Secretary/clerk in the Medical Service

Reference number: COR/SC1-SC6/46 BIS/25

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|---------------------|--|
| Directorate         | Directorate for Human Resources and Finance  |
| Unit                | Unit E.3 - Working conditions and talent management  |
| Vacancy             | AST/SC1-AST/SC6  |
| Type of post        | OFFICIAL – SECRETARY/CLERK<br>Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations |
| Date of publication | 03/07/2025   |
| Deadline            | 03/09/2025 at noon (Brussels time)   |

## 1. Your job and responsibilities

Are you interested in occupational health and in supporting staff in their medical and administrative procedures? Would you like to play a central role in the smooth running of the Medical Service?

As a medical secretary in the Medical Service of Unit E.3, you will be responsible for the administrative organisation of the medical officer's activities and for managing the schedule for mandatory medical examinations (pre-recruitment medicals, annual check-ups, etc.), as well as for the well-being activities offered to staff.

Working on the premises of the Medical Service, you will welcome patients in person and answer telephone calls, follow up on correspondence via the Medical Service's functional mailbox and take care of the service's main administrative procedures (receiving medical certificates, medical reports, preparing authorisations for special leave or part-time work on medical grounds, etc.). You will also perform financial initiation tasks as an operational initiating agent (OIA), in particular processing reimbursements related to annual medical check-ups.

You will organise your work independently to meet deadlines, in close coordination with the medical officer and colleagues in Unit E.3. You will be part of a dynamic health and well-being team, made up of the medical officer, a nurse and a social worker. You will work under the supervision of the medical officer and under the responsibility of the Head of Unit.

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

Unit E.3 - "Working conditions and talent management" is part of the Directorate for Human Resources and Finance of the European Committee of the Regions (CoR), which comprises around 70 people. Unit E.3 is structured around three main areas of activity: financial entitlements and inclusive workplace, staff wellbeing and development, and medical and social services. It also coordinates diversity, inclusion, and social dialogue.

Guided by a proactive and innovation-oriented HR policy, the Unit strives to offer a motivating, balanced, and high-performing work environment. It played a central role during the pandemic, particularly in the transition to remote work and in providing medical and psychological support to staff.

The Unit actively contributes to the implementation of the "House of the Regions" plan, which aims to make the CoR a modern and agile administration, serving its members and staff.

## 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 periods 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 solid experience in the administrative field or in a secretarial position, ideally in the medical sector.
- 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 and English is required.

- 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

- Previous experience in a medical secretariat is a major asset.
- Experience in an institutional or European setting is desirable.
- Knowledge of the applicable rules on absence management or staff rights would be a plus.

## 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 03/09/2025 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.