

Brussels, 24/07/2025

Recruitment Notice No. COR/TA/AD6/12/25/RE

concerning a POLITICAL ADVISOR (Administrator position - Temporary staff member, grade AD6) for the RENEW EUROPE group at the European Committee of the Regions

I. INTRODUCTION

The Authority empowered to conclude contracts, in agreement with the President of the RENEW EUROPE group in the European Committee of the Regions (CoR), has decided to open a **selection procedure for the purpose of recruiting a temporary staff member pursuant to article 2(c) of the Conditions of Employment of Other Servants of the European Union (CEOS) and Decision 31/2018 of the CoR Secretary-General laying down general implementing provisions for the employment of temporary staff at the CoR.**

About the CoR and the RENEW EUROPE group

Subnational government in the European Union is responsible for 50% of all public investment carried out within the Union, equivalent to several hundred billion euros annually, and is made up of more than one million elected representatives. The legislative objectives of the EU therefore require a strong partnership with the Union's subnational government. The role of the CoR is to facilitate and develop this partnership, for example by helping EU decision-makers have a clear understanding of how the Union is functioning on the ground, and by helping subnational leaders bring the Union closer to its citizens. The Members of the CoR are politicians who hold a mandate at local or regional level in their respective Member States, and being a political assembly, they have organised themselves according to their political affiliation. Renew Europe is an influential political group in the European Committee of the Regions. Its members belong either to one of two European parties (ALDE or EDP) or are independent. The Renew Europe Secretariat is a team of eight, which provides support to the members to ensure that their work in the CoR and beyond has the highest possible impact.

Place of employment:	Brussels
Post:	Temporary staff member
Grade:	AD 6
Duration of contract:	Open ended, with a 9-month probationary period

Indicative timetable for the selection procedure:

Closing date for application: 25/08/2025 at 12 noon CEST (Brussels time)

Assessment of eligibility:	beginning of September 2025
Written test:	end of September 2025
Oral tests:	beginning of November 2025
Expected entry into service:	1 January 2026

This timetable is indicative and may be adjusted according to the needs of the service.

The applicants are asked to read the notice of recruitment carefully before submitting their applications.

II. NATURE OF THE DUTIES AND PROFILE

- The qualified temporary agent with responsibility to work as Political Advisor within the Secretariat of the Renew Europe Group will be responsible, under the authority of the group's president and its secretary-general, for two areas of work in particular: a) preparing the political participation of Renew Europe members in the CoR's [COTER commission](#), and in relation to COTER files in the CoR's plenary sessions, and b) coordinating external impact for our rapporteurs and shadow rapporteurs across all policy areas, in particular within the EU legislative institutions.

The main duties are to:

- gather evidence on how the Union is functioning on the ground (successes, challenges, recommendations) and contribute this evidence into policy work of the CoR and of target groups to help EU decision-makers have a better understanding of what is needed from EU legislators;
- help EU/national leaders (especially of Renew Europe) know and understand the Union from the subnational perspective;
- help Renew Europe subnational leaders know, understand, communicate EU objectives to their constituencies;
- Help Renew Europe CoR members and networks understand, influence, and implement EU and CoR policy and operational objectives;
- prepare and follow up the work of Renew Europe Members in CoR commissions and plenary sessions, primarily related to COTER;
- draft political briefings and analyses with appropriate political advice;
- propose amendments and voting recommendations;
- monitor developments in the EU legislative process in relevant policy areas;
- draft speeches;
- maintain relevant contacts in other EU institutions, and in the wider liberal democrat political family, in Brussels and around Europe.
- build on their work as Political Advisor and liaise with the other political staff of the Renew Europe Secretariat in order to coordinate the input in response to requests from external partners such as MEPs and their APAs, or Renew EP policy advisors, but also seeking to identify/create opportunities for input from our side into the work of external partners, such as MEPs, Renew EP Coordinators, European Commissioners and their public consultations, Council presidencies.

Although the above list represents the core body of work, other tasks and responsibilities are to be expected with a view to assisting in achieving the objectives and impact goals of the Group. Furthermore, other duties can be added in line with changing needs of the Group. The successful

candidate will be expected to offer advice to the Renew Europe Secretary-General and Members about the Group's response and initiatives in the policy commissions they are responsible for and will be expected to identify relevant political and impact opportunities arising within the relevant CoR commissions, in the EU inter-institutional process, or the wider Renew Europe political family.

The Political Advisor will assist all Group members in carrying out their duties and will contribute to the good functioning of the Secretariat, including assisting other colleagues, as required. They will also be required to maintain good working relations with counterparts in other political groups and within the administration of the CoR. Good diplomatic skills are therefore a requirement.

The duties of a Political Advisor in the Renew Europe Group Secretariat require a high degree of availability (frequently heavy meetings schedule, irregular working hours, occasional-to-frequent travel), flexibility, ability to adapt to a changing workload and to tight deadlines, and an ability to work as part of a team in an international environment.

III. ELIGIBILITY

The selection procedure is open to candidates who meet the following conditions on the closing date for applications:

A. General conditions

Under Article 12(2)(a) to (d) of the CEOS, candidates must:

- be a national of a Member State of the European Union;
- have fulfilled any obligations concerning statutory military service;
- have produced the necessary character references for performance of the duties concerned (the successful candidate will be required to provide an extract from their police record or equivalent document before recruitment);
- be physically fit to perform the duties linked to the post (the successful candidate will be examined by the CoR medical officer before recruitment).

B. Specific conditions

1. Diplomas and professional experience

- candidates must have completed a university education of at **least three years** attested by a diploma, preferably in political, social, or other sciences;
- candidates must have a minimum of **three years of professional experience** in a political environment, preferably in any of the following: a national/regional parliament or government, local council, an EU institution or international body, in the cabinet of a senior politician, or a political research institute.

2. Knowledge and experience:

- a detailed knowledge of EU current affairs, the EU's legislative process and of EU policies relating to at least one of the following CoR commissions: COTER;
- excellent written and oral communication skills;
- proficiency in office IT skills (Microsoft Office, Internet, Email, etc.)
- excellent skills in negotiation and interpersonal relations;

- experience managing multiple simultaneous projects.

In addition, the ideal candidate will have:

- a good knowledge of the EU institutions and how EU policies relate to local and regional authorities;
- a good knowledge of the EU's political systems and in particular of the European Committee of the Regions and its political aims, as well as the administrative and political organisation of local and regional authorities in Europe;
- experience or knowledge of the organisation, activities and objectives of the Renew Europe family, and be committed to the Renew Europe Group's values;
- a strong team-player attitude;
- a good ability to adapt to a fast-paced environment;
- a "can-do" attitude;
- very good organisational skills and be able to meet deadlines;
- a sense of responsibility and the ability to work under pressure;
- experience working with local and regional authorities;
- experience working in a multicultural and multilingual environment;
- a positive and constructive attitude towards teamwork and colleagues;
- availability for occasional-to-frequent travel.

Any or all of the following will be considered an advantage:

- a good knowledge of EU budget matters, such as the functioning of the EU budget, of European Structural and Investment Funds, as well as of the annual budget procedure of the EU institutions;
- experience working directly with politicians of the Renew Europe political family;
- good contacts within the Renew Europe political family, including at least one member party of ALDE or EDP.

3. Language skills

- thorough knowledge of an official language of the European Union and at least a satisfactory knowledge of another official language of the Union. For functional reasons, a thorough knowledge of English or French and at least a satisfactory knowledge of another official language of the European Union are required.¹
- good knowledge of other languages of the European Union and especially that of Renew Europe Group members would be an asset.

IV. SELECTION PROCEDURE

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In view of the nature of the duties to be carried out, this requirement is necessary in order to strike a balance between the need to ensure the recruitment of staff members possessing the highest levels of competence, performance and integrity, and the interests of the service, which requires the candidates to be immediately operational and capable of communicating effectively within the institution as part of their daily work in one of the languages most used as an internal lingua franca by the officials and staff of the Union. Testing the linguistic knowledge of candidates during the recruitment procedure is therefore a reasonable way of verifying this aspect of the candidates' ability to carry out the duties of Political Advisor in the Renew Europe Group. For candidates having English as their mother tongue, they will be required to sit the tests in French, as this is the second most used language in the CoR work environment after English.

The selection procedure is based on **qualifications and tests (oral and written)**.

All correspondence with the applicants will take place by email. Applicants are responsible for informing the HR department of the CoR in writing of any changes of their email address. The HR department of the CoR cannot be held responsible for the non-delivery of emails.

A. Eligibility

The list of all applications received will be drawn up by the HR department of the CoR and submitted to the recruitment panel.

Applicants who

- do not meet the general conditions for admission and the specific conditions regarding diplomas and professional experience (set out under Section III ‘Eligibility’);
- submitted their applications after the deadline;
- **DID NOT SUBMIT ALL DOCUMENTS IN THE FORM AND CONTENT AS REQUIRED IN APPENDIX 1** will be excluded by the selection panel from the selection procedure and be informed thereof by e-mail by the HR department.

B. Pre-selection procedure based on qualifications

Among applicants meeting the conditions for admission specified in point A and B, the selection panel will select those who have the best qualifications and the most relevant professional experience with regard to the criteria described in Section II of the recruitment notice ‘Nature of the duties and profile’.

The selection panel will carry out this selection based on the applicants’ motivation letter and CV backed up by supporting documents by using a pre-established evaluation grid based on the specific conditions set out in Section III B, points 1, 2 and 3.

The respect of the eligibility criteria set out in Section III will be checked solely on the basis of the information provided in the supporting documents. Information only provided in the CV or in the cover letter without being backed by supporting documents will not be taken into account.

With regard to the professional experience required under Section III.B.1, copies of proofs of professional experience must be provided showing the content of the duties, the duration for which the posts were held and the level of responsibility.

The verification of the respect of eligibility criteria regarding the linguistic knowledge required will be based on the declaration in good faith; the level of linguistic skills will be tested during the selection interview (see Section V.B of the recruitment notice).

The pre-selection from the eligible candidates will be based on criteria set out in Section IV.B. **The candidates are invited to highlight in their CV and cover letter each relevant aspect of their professional experience enabling the selection panel to assess the degree of correspondence with the requirements of this recruitment notice.**

When preparing the application file, it is not necessary for the copies to be certified as conforming to the original.

Incomplete application files and files submitted after the expiry of the submission deadline or failing to observe the provisions governing the submission of application files will not be considered. Any false declaration will automatically cause the application to become null and void.

Candidates are informed that they are not allowed to contact personally members of the selection panel or ask CoR members/alternates to do so and that doing so constitutes grounds for disqualification from the procedure.

A maximum of 20 candidates with the best scores will be shortlisted and admitted to the written tests.

The CoR HR service will inform those not shortlisted by the selection panel via email.

C. Invitation to the tests

Pre-selected applicants will be invited to the written tests by email by the HR department of the CoR.

Please note that the recruitment panel may disqualify any applicant if, at any stage of the selection procedure, it finds that

- the person does not meet one or more of the general or specific conditions governing admission to the selection procedure, or
- the claims made in the application are not substantiated by appropriate supporting documents or prove to be inaccurate.

The candidates to whom this measure applies will be informed by e-mail by the HR department of the CoR.

V. TESTS AND INTERVIEWS

A. Written tests

The written test will take place online in English.

This test will require descriptive/analytical answers and will assess the candidate's understanding of politics (subnational, European, and party political), the candidate's experience and knowledge related to territorial cohesion policy and EU budget, as well as good judgement, skills and language abilities necessary for the day-to-day work related to this position.

Duration of the test: 60-90 minutes

Marking: 0 to 40 points

Minimum pass mark: 20 points

The written test will be anonymised and marked by at least two assessors based on a pre-established evaluation grid pursuant to the requirements as set out under Section II 'Nature of duties and profile'. An average mark will be awarded to each applicant based on the marks received from the assessors designated among or by the selection panel for each test.

Only applicants who achieve a pass mark of the written tests (20/40) will be eligible to sit the oral test. Those who are awarded scores below the pass mark will be eliminated.

Of the remaining candidates, the five highest-scoring will be invited to sit the oral test. If less than five have passed, all will be invited.

The applicants will be informed whether or not they are invited to the oral test by the CoR's HR department.

B. Oral tests

The oral test will take the form of a structured interview to assess the applicants' motivation, competencies, knowledge and suitability to perform the tasks listed in Section II 'Nature of duties and profile' within the Renew Europe Group Secretariat.

The interview will be held primarily in English. The selection panel may assess any other language skills declared by the applicant in their application during the interview. These can represent an asset.

Duration of the test: 30 minutes

Marking: 0 to 20 points

Minimum pass mark: 10 points

The selection panel will evaluate the applicants on the basis of a pre-established evaluation grid pursuant to the requirements as set out under Section II 'Nature of duties and profile'.

The applicants who achieve the minimum pass mark (10/20) will be ranked by decreasing order of merit. All candidates with scores below the minimum pass mark will be eliminated. All candidates invited to the oral test will be informed about the result of the selection procedure. As there is only one post available, the candidate achieving the highest score at the oral exam will be offered the position, provided s/he has exceeded the pass mark for each test. All other candidates will receive a negative answer. The panel may establish a reserve list in case service needs require similar profiles in the near future. Such a reserve list would be valid for one year from the date of its publication, with the possibility of renewal based on the service needs.

VI. RECRUITMENT PROCEDURE

The recruitment will be done at grade AD 6 following the provisions of Article 2(c) of the CEOS. This open-ended contract includes a mandatory 9-month probationary period.

VII. SELECTION PANEL

The selection panel will be appointed by the Authority empowered to conclude contracts of employment. It will be composed of two representatives from the Renew Europe Group Secretariat, one representative from the Staff Committee and one representative from the Directorate for Human Resources and Finance. One observer may be invited to assist the selection panel during the oral test.

The work of the selection panel is secret and governed by this recruitment notice. The selection panel examines the applications on the basis of pre-established evaluation grids and documents the results by a reasoned decision. An equal treatment of the applicants is ensured at each level of the procedure.

Under no circumstances should applicants approach the selection panel, either directly or indirectly, concerning the recruitment procedure. It reserves the right to disqualify any applicant who disregards this instruction.

VIII. APPLICATION

Applicants must send their full application file consisting of the documents listed in Appendix 1 to the following e-mail address with the reference: **Recruitment Notice No. COR/TA/AD6/12/25/RE** by the deadline.

recruitment@cor.europa.eu

Closing date for applications: 25/08/2025 at 12 noon CEST (Brussels time, GMT +1)

The date and time of dispatch of the email will be taken to be the date and time of submission of the application.

Applications must be emailed in PDF format. The scanned documents must be legible. Supporting documents must be scanned as separate files, as explained in Appendix 1.

Applications sent by registered or ordinary post will not be considered. The same applies to applications sent by internal mail. The CoR's HR department will not accept applications that are submitted in person.

Applicants are asked not to telephone to inquire about the timetable for the procedure.

It is the applicants' responsibility to contact the CoR's HR department if they have not received an automatic acknowledgement of receipt of their application after submitting their complete application form.

Applications must be in English or in French.

Candidates whose diplomas or employment-related documents are in a language which is not an official language of the EU must enclose a (non-official) translation.

IX. OTHER PROVISIONS

The provisions concerning the request for review of the selection panel decision, appeals, complaints to the European Ombudsman, equal opportunities, access to documents and protection of personal data are explained in detail in Appendix 3.

Each applicant is required to take acknowledgement of Appendix 3 and attach it to the application, signed and dated.

Secretary-General of the CoR

Petr BLÍŽKOVSKÝ
(signed)

APPENDIX 1

LIST OF DOCUMENTS TO BE SUPPLIED WITH THE APPLICATION

First PDF scanned file, in the following order of documents (MAX 5MB):

- Appendix 2 “Application form with formal declaration”, dated and signed;
- Cover letter, written in English or French, of maximum 2 pages;
- An up-to-date CV (in Europass format, see: <http://europass.cedefop.europa.eu>), written in English or French;
- Appendix 3 "Requests for review – appeals – complaints to the European Ombudsman – equal opportunities – access to documents – protection of personal data", dated and signed to acknowledge receipt;
- Copy of passport or national identity card.

Second PDF scanned file (MAX 5MB):

- Copies of supporting documents relating to the university education;
- Copies of supporting documents relating to the professional experience in a European political environment linked to the objectives of the Renew Europe family.

PLEASE DO NOT PROVIDE MORE DIPLOMAS OR PROFESSIONAL CERTIFICATES THAN REQUIRED AT THIS STAGE OF THE PROCEDURE AND BE AWARE OF THE FACT THAT ALL E-MAILS OF MORE THAN 10MB MIGHT BE AUTOMATICALLY REJECTED BY THE SERVER.

INCOMPLETE APPLICATIONS WILL BE AUTOMATICALLY REJECTED.

APPENDIX 2

Recruitment Notice N° COR/TA/AD6/12/25/RE

APPLICATION FORM

I hereby submit my application for the above-mentioned **selection procedure**.

Full name:

Contact email:

Contact mobile telephone number:

Language skills

Mother tongue:

Other language skills:

FORMAL DECLARATION

I declare that the information and all the documents provided in my application are both truthful and complete.

I declare on my honour that:

- i. I am a national of one of the Member States of the European Union;
- ii. I enjoy my full rights as a citizen;
- iii. I have fulfilled any obligations imposed by the laws concerning military service;
- iv. I am able to produce the appropriate character references as to my suitability to perform the duties envisaged;
- v. as far as I am aware, I meet the physical fitness conditions required for the performance of the duties envisaged.

I am aware:

- that my application will be rejected if I do not send the requested documents in accordance with the instructions specified in the recruitment notice;
- that any false declaration will cause the automatic annulment of my application.

Date:

Signature:

APPENDIX 3

PROVISIONS REGARDING

REQUESTS FOR REVIEW – APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN – EQUAL OPPORTUNITIES – ACCESS TO DOCUMENTS – PROTECTION OF PERSONAL DATA

REQUESTS FOR REVIEW

You can request a review if:

- the selection panel has failed to abide by the provisions governing the selection procedure;
- the selection panel has failed to abide by the provisions governing its work.

Please note that the selection panel enjoys a broad measure of discretion in assessing whether and to what extent your answers are correct or incorrect. It is therefore not worth contesting your marks unless there has been a manifest error in law or in fact.

You must submit your duly substantiated request within five working days of the date of dispatch of the rejection email. The address is the same as for submitting applications. The HR department will forward your letter to the selection panel members, who will examine it and reach a decision within five working days.

In the subject line of your letter, please quote:

- the recruitment notice number;
- "request for review" ("*demande de réexamen*");
- the stage of the selection concerned (non-admission, final result, etc.).

APPEALS

At any stage of the selection procedure, if you believe that the CoR or the selection panel has acted unfairly or not respected the provisions of the recruitment notice, and that you have been disadvantaged as a result, you can lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, by sending an e-mail to the Secretary-General at the same functional address: recruitment@cor.europa.eu

In the subject line of your letter, please quote:

- the recruitment notice number;
- "complaint Article 90(2) of the Staff Regulations" ("*réclamation article 90, paragraphe 2, du statut*");
- the stage of the selection concerned (non-admission, final result, etc.).

Please note that the selection panel enjoys a broad measure of discretion.

It is not worth submitting a complaint against a decision by the selection panel, as they operate completely independently and their decisions cannot be overturned by the Authority empowered to conclude contracts of employment of the institution. That broad measure of discretion is subject to checks only in the event of a clear violation of the rules governing their work. In that event, a decision by the selection panel may be challenged directly before the Court of Justice of the European Union without a complaint having first been lodged under Article 90(2) of the Staff Regulations. An appeal can be lodged under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations with the:

General Court of the European Union
Boulevard Konrad Adenauer
2925 Luxembourg
Luxembourg

For both procedures, the time limits start to run from the date you are notified of the decision which is the subject of the appeal.

COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Like all citizens of the European Union, you may lodge a complaint with the:

European Ombudsman
1, avenue du Président Robert Schuman
CS 30403
67 001 Strasbourg
France

Please note that complaints made to the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for lodging complaints or appeals with the General Court under Article 270 of the Treaty on the Functioning of the European Union. Similarly, please note that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

EQUAL OPPORTUNITIES

The CoR will take care to avoid any form of discrimination during the selection. It applies an equal opportunities policy and accepts applications without any discrimination based on sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

Applicants with a disability are invited to indicate any special needs they may have to the email address recruitment@cor.europa.eu. This request will be handled in complete discretion, and no record of it will be kept.

REQUESTS FROM APPLICANTS FOR ACCESS TO DOCUMENTS DIRECTLY CONCERNING THEM

Applicants have a specific right of access to certain information concerning them directly and individually.

Applicants admitted to the tests may obtain, on request, a copy of their individual assessment sheet including the selection panel's remarks on their performance. All requests for copies must be made within one month of the date on which the email notifying the decision to end the applicant's participation in the selection was sent. The information will however only be provided to applicants after the selection panel has established the list of suitable applicants for recruitment.

Requests will be dealt with in accordance with the requirement for the work of the selection panel to be confidential and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

PROTECTION OF PERSONAL DATA

The CoR, as the body responsible for organising this selection, shall ensure that applicants' personal data is processed in strict compliance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1274/2002/EC (Official Journal of the European Union L 295/39, 21.11.2018), particularly as regards confidentiality and security.

The CoR Data Protection Officer provides an independent advisory function as regards the application of Regulation 2018/1725 and is required to keep a central register of all the records of processing activities on personal data carried out by the institution.

Personal data will be collected and processed solely for the purpose of organising this selection and managing the resulting list of suitable applicants (including aspects relating to any internal or external audits or any legal proceedings relating to the selection); where relevant, certain data will be added to the personal file of successful applicants who become officials.

The recipients of the data are:

- the staff in charge of the recruitment procedure within the Directorate for Human Resources and Finance;
- the members of the selection panel;
- where applicable, the Legal Service;
- where applicable, the Internal Audit Service, the Court of Auditors, the disciplinary authorities, European Anti-Fraud Office (OLAF) and the Court of Justice.

Applicants have a right of access, rectification, blocking, erasure and objection (e-mail: recruitment@cor.europa.eu) on request for the rights of access and rectification.

Applicants have access to their applications, for which they have a right of rectification:

- with regard to the documents demonstrating eligibility, up until the closing date for applications;
- with regard to identity data, with no time limit.

Right of blocking, objection and erasure: within five working days of receipt of the request.

Documents relating to the selection procedure (including those relating to the rejected applicants) will be kept by the responsible department in the administration for five years following recruitment of suitable applicant(s) (this period is justified by the need to be able to respond to a possible audit procedure).

With regard to successful selection procedure applicants who have not been recruited, documents concerning them that were obtained when they registered for the selection will be kept for two years after the list expires.

With regard to successful applicants who are recruited, the documents concerning their selection, their application file and a copy of the list will be placed in their personal files.

Any documents concerning a request relating to a disability will be destroyed after the end of the procedure, unless the said request resulted in costs being incurred, in which case they will be kept for five years (this period is justified by the need to be able to respond to a possible audit procedure).

Once the retention period has elapsed, the documents will be destroyed.

Applicants' attention is drawn to the fact that they have the option of contacting the CoR's Data Protection Officer (DPO): data.protection@cor.europa.eu, and of contacting the European Data Protection Supervisor at any time: edps@edps.europa.eu.

Received by the applicant:

Date:	Signature:
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