



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE

### Head of Unit “Digital solutions”

Reference number: COR/AD9-AD14/47 BIS/25

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|---------------------|--|
| Directorate         | Directorate for Innovation and Information Technology  |
| Unit                | Unit IIT.2 - Digital Solutions   |
| Vacancy             | AD9-AD14   |
| Type of post        | OFFICIAL – HEAD OF UNIT<br>Publication under Article 29(1)(a) and (b) of the Staff Regulations |
| Date of publication | 04/09/2025   |
| Deadline            | 18/09/2025 at noon (Brussels time)   |

## 1. Your job and responsibilities

Interested in shaping the Committees’ digital future? Like to help your colleagues transform institutional priorities into innovative, user-centric solutions?

As a Head of Unit in the Directorate for Innovation and Information Technology (DIIT), you are responsible for leading the Digital Solutions Unit, which manages demand, delivery and artificial intelligence (AI) integration for both the European Committee of the Regions (CoR) and the European Economic and Social Committee (EESC).

You organise the work of a multidisciplinary team of up to 50 persons, comprising permanent officials, contract and temporary staff members and external consultants. The Unit brings together Demand Managers, the Agile Delivery Team and the AI Team, ensuring institutional needs are translated into effective digital solutions.

You are also responsible for embedding AI capabilities into solutions, ensuring that every delivery follows the principle of “secure by design”, and acting as a strategic partner for business stakeholders across both Committees. You ensure the efficient use of financial and human resources, including the oversight of consultancy contracts and external providers.

You are part of the dynamic team of the joint services, composed of colleagues from both institutions. You work in a matrix model, closely coordinating with the Units responsible for operations, cybersecurity, governance and resources to ensure coherent and sustainable delivery

across the whole directorate. Success in this role requires flexibility, creativity and the ability to think outside the box, while embracing collaboration and teamwork in a matrix environment.

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

The Digital Solutions Unit has around 50 staff members and belongs to DIIT. It is structured around three areas of activity:

- Demand Management, ensuring institutional priorities are translated into actionable digital demand and portfolio decisions;
- Agile Delivery, designing and implementing solutions that are scalable, interoperable and secure by design;
- Artificial Intelligence, embedding AI capabilities responsibly and in line with EU ethical and regulatory frameworks.

Our field? Digital transformation in a multi-institutional setting, serving both Committees as a joint service. Our main achievements include the delivery of modern, collaborative solutions; the introduction of agile ways of working; and the launch of AI pilots to support members and staff.

Our challenges ahead include:

- Balancing and prioritising diverse demands from both Committees within a resource-constrained environment;
- Ensuring efficient and agile delivery of digital solutions across both Committees, while embedding security from the outset;
- Driving digital business transformation, managing change and supporting cultural adoption, including cloud, AI and new ways of working;
- Integrating AI responsibly to support innovation while meeting EU ethical and regulatory standards;
- Supporting the Committees' ongoing digital business transformation, working across institutional boundaries, and ensuring solutions remain sustainable, interoperable and resilient against cyber threats;
- Managing a diverse team of up to 50 staff members, ensuring cohesion, shared purpose and high performance;
- Collaborating with other EU institutions and aligning solutions with European digital standards, interoperability frameworks and regulations such as the AI Act and the Cybersecurity Regulation.

## **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 sound experience in digital solution delivery and demand management in complex organisations.
- You have strong leadership, change management and stakeholder engagement 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.
- 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 are keen on innovation, collaboration and continuous improvement.
- You have the ability to lead and motivate diverse group of staff, fostering cohesion, growth and accountability.
- You demonstrate flexibility, creativity and the ability to think outside the box and you are comfortable working and collaborating in a matrix model.
- You demonstrate behaviours of proactivity, accountability and collaboration and you ensure that security and resilience are embedded by design in every solution delivered.

### 3.3 ASSETS

- Previous experience in AI integration, portfolio management, agile delivery or managing consultancy contracts is a strong asset.
- Knowledge of multi-institutional or EU governance settings, and alignment with EU digital regulations, including secure-by-design principles and cybersecurity frameworks, is desirable.

## 4. Are you eligible for this position?

On the closing date for applications and without prejudice to the other provisions of Article 28 of the Staff Regulations, applicants for a Head of Unit position published according to Article 29 § 1 (a) of the Staff regulations must be established permanent officials of the CoR of grades AD9 to AD14. Also eligible are CoR established officials of the AD function group of grade AD8 provided they have at least 2 years of seniority in the grade on closing date for applications.

Candidates applying for this position following Article 29§1 (b) of the Staff regulations must be established permanent officials of the European Union of grades AD9 to AD14.

Each candidate must have at least 10 years of relevant working experience, three of which must have been acquired in a position that required team management.

## **5. Two step selection process**

A selection panel will assess the applications received by the deadline. The best eligible applicants will be invited to an interview with a panel. Based on the results of this interview, a shortlist of up to 3 candidates will be proposed to the Secretary-General.

The Secretary-General will meet individually all the shortlisted candidates and will decide which one will be proposed to carry out the duties of Head of Unit.

The CoR aims for a high degree of diversity in its management team in terms of gender and geographical balance. In line with its commitment in the area of equal opportunities, in case of equal merit, preference will be given to candidates of the underrepresented gender and to candidates which further diversify the geographical balance of CoR management team.

## **6. 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.

## **7. 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 18/09/2025 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.