



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE

### Policy Assistant

Reference number: COR/AST1-AST9/51 BIS/25

Directorate	Directorate for Legislative work 1
Unit	Unit B.1 - Commission for Natural Resources (NAT)
Vacancy	AST1-AST9
Type of post	OFFICIAL - ASSISTANT Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	25/09/2025
Deadline	09/10/2025 at noon (Brussels time)

## 1. Your job and responsibilities

Interested in EU policies and role of regions and cities? Like to help your colleagues in making the voice of regional and local politicians heard at EU level?

As an assistant in the Unit, you are responsible for:

- Supporting the organisation of the NAT commission's statutory meetings, in close cooperation with the rest of the team and the central meeting service;
- Supporting the commission work in the thematic planning, impact assessment, planning of events and other related activities;
- Ensuring a proper administrative follow-up of decisions taken during statutory meetings of the commission;
- Assisting to Unit staff for the preparation of missions' requests and reimbursement requests;
- Preparing the requests for reimbursement of members on behalf of the chair upon request of the Head of Unit;
- Assisting the policy officers in ensuring the smooth preparation and follow up of the draft opinions;
- Facilitating internal and external communication on the specific policies within the NAT remit;
- Liaising with rapporteurs, members and stakeholders during the whole cycle of the legislative work.

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

Our Unit B.1 - NAT Commission is part of the Directorate for Legislative work 1 (Directorate B) and is composed of 10 staff members. It is divided into two sectors:

- Health policies team, dealing with public health, territorial resilience and civil protection, tourism;
- Rural/Agriculture policy team, dealing with common agricultural policy, rural development, forestry, food production, consumer protection, fisheries and maritime affairs.

The NAT work programme for the years to come includes quite a number of political and challenging steps and the whole secretariat needs to be fully committed and operational to put them in practice in the smoothest and coordinated way.

## 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 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 have sound experience in teamwork and administrative assistance.

### 3.3 ASSETS

- Previous experience in EU institutions is a strong asset.

- Previous working experience with tools such as AGORA, SysPer, MiMa, Adonis/Ares and eAM would be considered an asset.

#### 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 09/10/2025 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.