



European Committee  
of the Regions

Human Resources and Finance

## CALL FOR EXPRESSIONS OF INTEREST

### Contract staff member FG I in the Space management and finishings sector (GEP)

Reference number: COR/CA/FGI/16/2025

Directorate	Directorate for Logistics
Unit	Infrastructure
Sector	Space management and finishings
Type of contract	Contract staff FG I
Duration of the contract	1 year starting from 1/11/2025
	N.B.: Upon the completion of the initial contract, including the successful fulfilment of a probationary period, the contract may be renewed for an additional one-year period, after which it may be converted into a contract of indefinite duration, subject to the needs of the service and budgetary availability.
Registration	<a href="#">Online application form</a> Please note: <a href="#">EPSO CAST FG I</a> is required.
Date of publication	04/9/2025
Deadline	25/9/2025 at midday (Brussels time)

## 1. Your job and responsibilities

Are you interested in the management and operational oversight of spaces and finishings? Would you like to help your colleagues in the joint services of two EU institutions – the European Committee of the Regions (CoR) and the European Economic and Social Committee (EESC)?

As an assistant in the Space management and finishings sector within the Infrastructure unit, you would work in the management and operational oversight of inspections in respect of structural works and finishing works in the Committees' buildings and other related works.

You would contribute to:

- monitoring the proper delivery of the contractors' services;
- coordinating contacts with in-house clients, consultancy firms, companies, contractors and suppliers;
- technical approvals of the services and 'certified correct' endorsements in these areas of competence;
- helping to draft documents for market consultations and for calls for tenders.

You would be part of the dynamic nine-strong team working in the Space management and finishings sector.

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

The Directorate for Logistics (DL) provides the European Economic and Social Committee and the European Committee of the Regions, their members and their administrations with specific services related to infrastructure, the printing and distribution of documents, catering and security. Our Infrastructure unit (INFRA) employs 40 people and belongs to the Directorate for Logistics. It is divided into 5 sectors:

- Space management and finishings
- Maintenance and technical projects
- Building projects
- EMAS and catering
- Purchases/finance

Our field? The Infrastructure unit is responsible in particular for maintaining and ensuring the smooth running of the buildings' technical installations and managing cleaning, waste, movable property and buildings, building projects, office supplies, removals, rooms and office space and catering. It is also responsible for the dynamic management of the EMAS process in cooperation with the competent departments of each Committee.

We aim to ensure that members and staff have high-quality, safe and sustainable working conditions, with due regard for the identity and autonomy of each Committee and their changing needs and priorities.

The post to be filled is in the 'Space management and finishings' sector, which is made up of one administrator and eight assistants.

The sector's main focus is on the operation and maintenance of the buildings, as well as on all of the necessary buildings-related technical measures and inspections, in order to preserve the value of the Committees' building stock and to ensure business continuity and that the occupants are comfortable and safe.

Our main recent achievements include cleaning of all spaces, a clean-up of certain basement areas, expanding the bicycle parking area, renovating a conference room in the Van Maerlant building, assistance and studies for the SPaCES project, a study on the biodiversity of the green

spaces, and the centralisation of waste collection in sorting areas, as well as preparations for the plenary sessions and for more than 200 events.

Our upcoming challenges include providing support to the SPaCES project, and to the relinquishing of the B100 building, and moving the staff currently based there to the other buildings, as well as launching the buildings inspection contract.

### 3. Are you the talent we are looking for?

#### 3.1 General abilities and capacities required

- Think critically, analyse and solve problems pragmatically.
- Critically assess the credibility and reliability of sources, data and information and use relevant digital tools to carry out your duties.
- Organise your own work, demonstrate responsibility, identify priorities, take appropriate decisions and deliver results.
- Adapt to an evolving working environment, have a sense of responsibility and adopt a constructive attitude at all times. Remain effective and flexible even during busy periods.
- Show initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Engage in ongoing learning and professional development to continuously improve your job performance and knowledge of the organisation and working environment.
- Work constructively with others, helping to foster a 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 the [EPSO CAST FG I<sup>1</sup>](#) selection procedure.
- You have experience with fitting-out and structural works, and in helping to organise and coordinate projects.
- **You have at least three years' professional experience in helping to monitor a framework works contract.**
- **You have the skills involved in organising, coordinating and managing external teams (contractors).**
- 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 operational reasons, a high level of French is required and a good level of English is desirable.
- **You have a good command of standard office IT tools (Microsoft Office) and have the ability to learn how to use more specific applications.**

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<sup>1</sup> For more information, please see the [EU Careers website](#).

- **You have team spirit, interpersonal skills, versatility and willingness to work with others.**

### 3.3 Assets

- Previous experience in monitoring framework contracts and/or in the management and operational oversight of inspections in respect of structural and finishing works would be a major asset.
- Knowledge of public procurement procedures is desirable.
- Ability to coordinate inter-departmental and inter-institutional activities related to the remit of the sector.

Please note that candidates must meet the eligibility criteria specified in [Article 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.
- 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 of encouraging 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 foster 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 make this vacancy notice and its annex more accessible (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 this profile, please apply using the [online application form](#) before noon on 25 September.

N.B.:

- To be eligible for this selection procedure, you must have passed the [EPSO CAST FG I](#) selection procedure.
- Only candidates selected for interview by the selection board will be contacted. If you have not been contacted within six weeks following the closing date for applications, 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.