



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Secretary/Clerk in the Central meeting service sector

Reference number: COR/SC1-SC6/48 BIS/25

Directorate	Directorate for Members, Plenaries, Strategy
Unit	A.2 - Bureau, plenary and central meeting service
Sector	Central meeting service
Vacancy	AST/SC1-AST/SC6
Type of post	Official – Secretary/Clerk Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	11 September 2025
Deadline	25 September 2025 at noon (Brussels time)

1. Your job and responsibilities

Do you like organising meetings and dealing with logistics and technical preparation? Do you have good communication and coordination skills?

The European Committee of the Regions (CoR) hosts around 1 000 meetings per year, including plenary sessions and meetings held in different European (EU) countries. You will be part of a dynamic and multidisciplinary team that contributes to the logistical organisation of these meetings. As a secretary/clerk in the Coordination team of the Central meeting service, your duties will consist of:

- Encoding meetings in and outside Brussels in the database;
- Sending interpreting requests to providers;
- Dealing with catering requests, including the purchase procedure;
- Supporting the logistical organisation of commission meetings outside Brussels. Among other tasks, you will work with the CoR departments organising the meetings and the local hosts;
- Assisting colleagues in the preparation and launch of calls for tenders related to the logistical and technical support for meetings;
- Acting as operational initiating agent for procurement procedures related to meetings;
- When needed, coordinating with the ushers team on logistical tasks.

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

Our Unit 'A2 Bureau, plenary and central meeting service' has a staff of 29 and is part of Directorate A. It is divided into two sectors: the Registry and the Central meeting service. We are in charge of the planning and organisation of the plenary sessions and the Bureau meetings. We also provide logistical and technical support for all meetings organised by the CoR.

Multilingualism is very important for the CoR; therefore most of our meetings offer interpreting. New technologies are changing the field of interpreting through AI, remote interpreting and light devices. The Central meeting service keeps abreast of these changes and updates its way of working in line with the latest available technologies.

3. Are you the talent we are looking for?

3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED

- Think critically, analyse and solve problems pragmatically;
- Assess critically the credibility and reliability of sources, data and information and use relevant digital tools to carry out your duties;
- Organise own work, demonstrate responsibility, identify priorities, take appropriate decisions and deliver results;
- Adapt to an evolving working environment, demonstrate commitment and adopt a 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, contributing to 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 experience in the logistical organisation of meetings;
- You are open to learning job-specific IT tools and procedures;
- You are open to learning the basics of public procurement and financial procedures;
- You have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of another of the official EU languages. For operational reasons, a high level of English is required and a good level of French is desirable.

3.3 ASSETS

- Previous experience in the field in a European institution;
- Previous experience relating to public procurement and finance;
- Knowledge of Sharepoint, Agora, Adonis and Ares.

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 noon on 25 September 2025.

Please remember to read carefully the annex 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.