



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Administrator in the Cabinet of the Secretary-General

Reference number: COR/AD5-AD12/54 BIS/25

Unit	Cabinet of the Secretary-General
Vacancy	AD5-AD12
Type of post	OFFICIAL - ADMINISTRATOR Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	24/10/2025
Deadline	07/11/2025 at noon (Brussels time)

1. Your job and responsibilities

Are you passionate about directly contributing to the European Committee of the Regions' (CoR) administrative priorities and driving innovation in a dynamic role? Do you have a very good understanding of the administrative and political functioning of the CoR, a strategic mindset and the ability to lead transformative changes in a fast-paced environment?

As an administrator in the Cabinet of the Secretary-General, you will play an important role in supporting the Secretary-General and the Head of Cabinet in shaping strategies and implementing projects to further transform the administration into a modern, digital and agile organisation with the goal to better support members in achieving their political objectives. You will assist the Secretary-General and the Head of Cabinet in planning and coordination of the administration's activities, in steering cross-cutting projects, enhancing digitalisation efforts and fostering a culture of continuous improvement across the institution.

The chosen candidate will contribute to the modernisation of the administration by supporting the Secretary-General and the Head of Cabinet in the coordination and implementation of the administrative work plan. He/she will be the contact point for several directorates/services and will be responsible for proactively steering and monitoring the activities and projects in his/her remit. This includes the review, preparation, drafting and follow-up of files, documents, reports and briefings. He/she will assist the Secretary-General and the Head of Cabinet in preparing for statutory meetings, inter-institutional meetings and internal meetings on topics in his/her remit. Working in close collaboration with the colleagues in the Cabinet and under the guidance of the Head of Cabinet, the administrator will advise the Secretary-General and ensure that files/actions

comply with the applicable rules and procedures. He/she will maintain effective communication and foster strong relationships with the Cabinet of the President, political groups' secretariats and directorates/services.

Moreover, the administrator will represent the Cabinet in internal platforms and inter-service groups/task forces. This function requires not only a thorough understanding of the CoR's governance but also the ability to advocate for the institution's interests and align with broader strategic goals.

The remits assigned to the administrator are determined by the Secretary-General and the Head of Cabinet in function of the service needs, qualifications and interests of the colleague concerned. He/she is expected to be open to changing their remits if/when the need arises.

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

The Cabinet of the Secretary-General (SGCab) is responsible for directly assisting the Secretary-General in the execution of his/her duties, in the interest of the CoR and of its members, in cooperation with the Cabinet of the President, political groups' secretariats and the directors in accordance with the applicable rules.

SGCab assists the Secretary-General in a wide range of horizontal and coordination tasks:

- support to strategic planning and agenda setting for the CoR, including the internal planning and reporting cycle (annual operational plan, draft budget including prioritisation, risk management, follow-up exception reports, follow-up of audit reports, Annual Impact Report, Annual Activity Report, discharge before the budget authority);
- support to developing, steering and monitoring cross-service projects to modernise the administration, including developing a culture of innovation and modernisation;
- preparation/validation of Secretary-General's proceedings for statutory meetings (Conference of Presidents, Bureau, Plenary sessions, Commission for Financial and Administrative Affairs, Audit Committee and Political Monitoring Group);
- coordination and preparation of the administration's input for the meetings between the Cabinet of the President, political groups and the Secretary-General, preparation of the management meetings of senior management chaired by the Secretary-General, preparation of the bilateral meetings between the Secretary-General and directors;
- coordination and preparation of inter-institutional and external meetings of the Secretary-General, including direct support to the Secretary-General in the administrative cooperation with the European Economic and Social Committee (EESC) and the preparation and follow-up for the meetings of the Political Monitoring Group;
- advising the Secretary-General in political, legal, administrative, HR and budgetary matters, notably on sensitive files and where arbitration is needed;
- final check of files submitted to the Secretary-General for approval or signature;
- fostering agenda planning for the Secretary-General, and planning permanence where needed, to ensure business continuity.

Within the context of overall coordination and supervision of the Secretariat's activities by the Secretary-General, SGCab focuses on the following objectives:

- Ensuring smooth coordination and information-flow between the Cabinet of the President, the political group's secretariats and the administration;
- Implementation of working methods and inter-service cooperation focusing on the modernisation of the administration;
- Improved inter-institutional cooperation including enhancing the impact of CoR opinions and the CoR budget;
- Support the development of a dedicated outreach strategy of the CoR boosting decentralised communication and local dialogues;
- Coordination of the services in the implementation of the CoR-EESC administrative cooperation agreement 2021-2026;
- Internal communication, including a constructive dialogue with the staff committee, social partners and staff;
- Implementation of the Secretary-General's administrative working plan, with a focus on strategic resource allocation and the administrative modernisation process.

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 both English and French is required.
- 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 extensive experience in coordination tasks.

- You have experience in proposing, leading and implementing modernisation projects.

3.3 ASSETS

- Previous experience in a similar position is 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 07/11/2025 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.