

CALL FOR EXPRESSION OF INTEREST

Assistant in the Traineeships office

Reference number: COR/CA/FGIII/21/2025

Directorate	Directorate for Human Resources and Finance
Unit	Unit E.2 – Recruitment and career
Type of position	Contract staff member FG III
Period	3 years, starting from 01/12/2025
Application	Online application form
Date of publication	02/10/2025
Deadline	23/10/2025 at noon (Brussels time)

Please note: the successful completion of [EPSO CAST FGIII](#) is required

1. Your job and responsibilities

Do you love connecting with young people and supporting trainees every step of their journey? Do you want to help attract and inspire talent from across Europe? Are you passionate about keeping staff informed, engaged and connected through dynamic communication and events?

Join our small, agile Traineeships Office (TO) team at the European Committee of the Regions (CoR), working closely with just one other assistant and a liaison trainee, all under the guidance of the HR outreach and TO Coordinator.

In our close-knit team, every contribution makes a difference. You'll help shape the traineeships experience, build strong relationships and have a real impact on the careers of young Europeans, all within a collaborative and supportive environment.

As an assistant in the TO, you will:

- Manage the day-to-day operations of the TO, ensuring smooth application and selection procedures for trainees in line with EU rules and best practices.
- Act as a central point of contact for trainees, providing information, logistical support and guidance throughout their traineeship journey.
- Organise welcome sessions, internal and external visit and conferences for trainees, fostering a vibrant and inclusive community.

- Support budget planning and execution for traineeship-related activities and assist with contract management and financial procedures.
- Communicate proactively with internal and external stakeholders, including regular participation in interinstitutional meetings and working groups.
- Ensure the effective management and regular updating of the TO's web and intranet resources, including the application platform.
- Assist in drafting communications, memos and updates for managers and traineeships stakeholders.
- Contribute to the continuous improvement of processes and procedures, staying up to date with regulatory developments.

Beyond your core responsibilities in the TO, you will also assist the HR outreach and TO coordinator in a variety of HR communication and employer branding initiatives. You will,

- Write, edit and curate content for the fortnightly HR newsletter, ensuring colleagues stay informed and engaged.
- Propose and implement enhancements to internal communication tools and strategies, helping to improve how HR information flows within the organisation.
- Assist in organising and coordinating HR events, such as career fairs, information sessions for external audiences and internal networking opportunities.
- Contribute to the development of promotional materials and engaging social media content to strengthen the CoR's profile as an employer of choice.

Ready to make a difference? If you're excited to connect with Gen Z, attract talent from all over Europe, build networks and deliver outstanding client service, we want to hear from you! Seize this opportunity and apply today!

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

The Directorate for Human Resources and Finance (Directorate E) is responsible for the optimal implementation and development of the human and financial resources, including the control environment, of the CoR. It provides CoR members and the institution's general secretariat with high quality services while guaranteeing compliance with the regulatory framework: the Staff Regulations, the Conditions of Employment of Other Servants of the European Union (CEOS) and the Financial Regulation, as well as the rules flowing from these, and internal control standards. Directorate E works closely with all the CoR departments and at an interinstitutional level. The Directorate for Human Resources and Finance comprises five specialised Units:

- E.1 – Strategic use of Resources, Smart House
- E.1 – Annual Budget and Finance
- E.2 - Recruitment and Career
- E.3 - Working Conditions and talent management
- E.4 – Financial management

The Recruitment and Career Unit is organised around two sectors: the Recruitment sector and the Career sector. The unit is also in charge of HR outreach and the Traineeships office. It is a dynamic team of 15 colleagues representing a variety of EU countries, languages and cultures.

The Recruitment sector ensures timely selection and recruitment of all staff categories (officials, members of the temporary/contract/interim staff, seconded national experts, special advisors), management of the organisation staff chart and job descriptions, provides metrics and statistics related to all staff related matters and manages the main HR related tools (SysPer). The Career sector is responsible for the evaluation and the promotion of all concerned staff categories, organises the certification procedure and manages individual files. The TO manages the full traineeships cycle, from application and selection to onboarding and support, ensuring that trainees receive guidance, opportunities for development and a welcoming environment. The HR outreach and TO coordinator is responsible for driving broader HR outreach, leading internal HR communication initiatives and spearheading employer branding activities.

We are currently looking for a new colleague to strengthen the TO team and help us deliver the best possible support to applicants, trainees, internal services and external stakeholders.

Over the last years, we have collectively managed to digitalise all our processes. As part of our future challenges, we want to improve the attractiveness of the CoR through targeted Employer Branding, to retain our talents and to provide more mobility options for staff. We also are looking into ways of integrating artificial intelligence in our work processes to increase our efficiency and the quality of our work.

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 passed [EPSO CAST FGIII¹](#)
- You have proven experience in human resources management, administration or communication.
- You possess excellent communication and interpersonal skills.
- You demonstrate strong organizational and prioritization abilities.
- You are proficient in IT applications and tools such as Outlook, Excel, Word and SharePoint, and are comfortable working with AI tools in a secure environment.
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU's official languages. For functional reasons, a thorough knowledge of English or French is required; at least a satisfactory knowledge of the other of these languages would be an asset.
- You are an enthusiastic team player who enjoys collaborating in a diverse environment.
- You are forward looking and at ease with AI driven tools which you would like to explore further and integrate in your daily work.

3.3 Assets

- You have proven experience in EU contractual and financial procedures.
- You are proficient in Microsoft 365 applications, including Dynamics
- You have a good understanding of social media and digital communications.

Please note that candidates must meet the eligibility criteria specified in [art. 12\(2\) 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 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.

¹ For more information please consult the [website EU Careers](#).

- 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 23/10/2025 at noon.

Please note:

- the successful completion of [EPSO CAST FGIII](#) is required to be eligible for this selection procedure.

only candidates preselected by the selection panel for an interview will be contacted. If you have not been contacted within six weeks following the application deadline of the vacancy notice, please consider your application unsuccessful. Please be advised that this position will be filled contingent upon the availability of funding.

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.