



CALL FOR EXPRESSIONS OF INTEREST

Contract staff member in the Infrastructure Unit

Reference number: COR/CA/FGIII/22/2025

Directorate	Logistics
Unit	Infrastructure
Sector	Purchases and Finance
Type of contract	Contract staff FG III
Duration of the contract	15 months starting from 1/12/2025
How to apply	Online application form Please note: EPSO CAST FG III is required
Date of publication	16/10/2025
Deadline	30/10/2025 at midday (Brussels time)

1. Your job and responsibilities

Does the opportunity to work in a dynamic, international environment interest you? Would you like to assist your colleagues in managing the inventory of the Committees' assets?

As a contract staff member within the Infrastructure Unit's Purchases and Finance sector, you would be responsible for coordinating the various asset management centres, for the day-to-day management of the inventory of assets and for coordination with the accounting officers of the two Committees.

You would organise the implementation of all operational and administrative tasks related to this management.

You would also be responsible for optimising inventory management procedures, tracking and tracing assets, encoding items in the inventory management software (ABAC Assets), monitoring the inventory lists of assets and managing deletions from the inventory.

You would be part of the dynamic team of the Purchases and Finance sector, which consists of eight people.

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

Our Infrastructure Unit employs 40 people and belongs to the Directorate for Logistics. It is divided into 5 sectors:

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

Our field of activity: the main task of the Purchases and Finance sector is to manage the budget of the Infrastructure Unit in a responsible manner, in compliance with the Financial Regulation. Asset management is an integral part of this.

Our main achievements: optimal use of the available budget, digitalisation of invoice payment workflows, sound management of office supplies and proper tracking of the day-to-day and annual inventory.

Our future challenges will be to continue on the same path. Sound management of the budget of the two Committees remains our main objective and a reliable inventory is an integral part of that. In order to manage this inventory, the sector needs to maintain constructive relations with the accounting officers and the different management centres.

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 III](#) selection procedure¹.
- You have solid experience in the management of assets, including in day-to-day and annual inventories, as well as in the use of the ABAC Assets software.
- You have excellent teamwork skills.
- 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 IT applications and tools, such as MS Outlook, Excel, Word and SharePoint, including AI tools in a secure environment.
- You like teamwork and would enjoy contact with the various parties in the inventory process (the management centres, accounting officers, removals staff, etc.).
- You have solid experience in inventory management and in using the ABAC Assets software. You can fulfil the role of Central Inventory Service (CIS).

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](#).

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

N.B.:

- To be eligible for this selection procedure, you must have passed the [EPSO CAST FG III](#) 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.