



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE

Administrator in the Coordination, planning, impact - Future of Europe, better law-making, EU Treaties Unit

Reference number: COR/AD5-AD12/57 BIS/25

Directorate	Directorate for Legislative work 1
Unit	Coordination, planning, impact - Future of Europe, better law-making, EU Treaties
Vacancy	AD5-AD12
Type of post	Official - Administrator Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	13 November 2025
Deadline	27 November 2025 at noon (Brussels time)

1. Your job and responsibilities

Are you interested in cross-cutting organisational tasks and strategic planning? Do you like helping your colleagues coordinate their reporting input, activities and fostering better cooperation to find synergies among them?

As an administrator in the Unit B.I - Coordination, planning, impact - Future of Europe, better law-making, European (EU) Treaties, you will be responsible for coordinating the contributions of the Directorate to statutory meetings and horizontal activities, as well as our input in cross-cutting tasks and reports.

You will organise the implementation and monitoring of operational and administrative procedures by helping to develop transversal working tools and innovative processes.

Additionally, you will ensure sound cooperation with the secretariats of the NAT, ENVE and CIVEX commissions, other Directorates and the cabinets of the Secretary-General and the President of the European Committee of the Regions (CoR) and liaise with relevant stakeholders, such as other institutions. In that respect, you will be particularly in charge of the management of the studies of the Directorate, the monitoring of the budgetary lines of the Directorate and the quality control of the documents.

You will also be part of the dynamic coordination team of the Directorate, which consists of six people directly involved in the design of the organisational tasks and strategic planning of its activities.

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

Our B.I Unit team comprises four administrators and two assistants, operating under the direct supervision of the Deputy-Director of the Directorate. We are part of the Directorate for Legislative Work 1. Our field encompasses cross-cutting organisational tasks and strategic planning.

Our primary responsibilities include preparing the CoR's political messages by assisting its members in drawing up CoR opinions, facilitating the political process in the framework of the Bureau and Plenary Session, and organising meetings of commissions NAT, ENVE and CIVEX as well as events outside of Brussels.

Our main achievements include:

- Coordinating the Directorate's inputs to requests from both the President's cabinet and the Secretary-General's cabinet.
- Contributing to the CoR Annual Impact Report and the Annual Activity Report.
- Supporting internal and external audits.
- Updating KPIs.
- Coordinating and planning studies for the Directorate, managing its budget line of 250,000 euros.
- Managing the Directorate's framework contracts.
- Contributing to the management of all budget lines related to CoR Members and the organisation of meetings.
- Leading the digital transformation of the Directorate, notably through the use of Artificial Intelligence.

Our challenges ahead involve:

- Facilitating a networked approach to increase synergies with the commissions' secretariats (including Directorate C), Directorate A (including Unit A.1), Directorate E (particularly Units E.1 and E.4), and cooperating with the directorate responsible for communication activities in support of our members' political activities.
- Further contributing to the digital transformation of the Directorate, considering budget constraints and limited human resources.

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 sound experience in dynamics of highly structured political processes and administrative and financial procedures. You have an interest in contractual and financial management, and the management of public procurement procedures.
- You have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of another of the EU official languages. For functional reasons, a high level of English is required and a good level of French is desirable.
- 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 are keen on learning, working and communicating with others, creating professional networks and have intellectual curiosity for European affairs.

3.3 ASSETS

- Previous experience in European financial procedures is an asset.
- Previous experience or knowledge of work carried out within the CoR commissions would be an asset.
- Previous experience in working in contact with political representatives of a local or regional authority is desirable.

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 27 November 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.