



European Committee
of the Regions

Human Resources and Finance

CALL FOR EXPRESSION OF INTEREST

Contract staff member working in the One Stop Shop

Reference number: COR/CA/FGIII/23/26

Directorate	Directorate A Members, Plenaries, Strategy
Unit	Unit A1 Services to members
Sector	One Stop Shop
Type of position	Contract staff member - FGIII
Period	2 years, starting from 01/11/2026
Application	Online application form
Date of publication	24/07/2026
Deadline	08/07/2026 at noon (Brussels time)

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

1. Your job and responsibilities

Interested in working in direct relation to the members of the European Committee of the Regions (CoR)? Like to help your colleagues in assisting CoR members and other participants to CoR meetings to access all necessary information?

As a Single Point of Contact in the OneStopShop, you are responsible for providing information, support and assistance to CoR members and other meeting participants.

This implies i.a.:

- ensuring timely communication with members and other meeting participants;
- collecting and managing members data;
- handling relations with national delegations and political groups;
- providing administrative, financial and logistical assistance to members;
- coordinating the transparency measures applicable to office holding members under the EU transparency register;
- proactively making information available to members (including in updating the intranet and website); etc.

It equally entails providing a forward-looking vision and driving innovation and digital developments for the OneStopShop, notably in view of broadening and further upgrading the services and information provided to members and other meeting participants, i.a. via digital tools (possibly driven by Artificial Intelligence technology). This may involve developing 24/7 services (i.a. through interactive features, dedicated video capsules) and the upgrade of the members' portal to the latest technology to enhance usability and accessibility.

The position also implies involvement in financial management as Financial Initiating Agent (and Operational Initiating Agent) on various budget lines related to expenditure for members and other meeting participants.

Reporting to the authorising officers and to the head of unit, this will entail ensuring legality and regularity of operations, compliance with the principle of sound financial management and respect for the provisions of the Financial Regulation and other applicable rules for members' related expenditure and creating Business Partners in ABAC/SUMMA. It may also include other financial management related tasks such as financial operations linked to the reimbursement of travel expenses for members and other participants in Committee meetings as well as the payment of the related allowances, or process other types of financial transactions.

Integrated in unit A1 – Services to members, you are part of the dynamic team of the CoR OneStopShop for members, which consists of 4 versatile colleagues.

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

Our Unit A1 – Services to members has a staff of 18 colleagues and is part of the Directorate for Members, Plenaries and Strategy. It is divided into several sectors:

a general information helpdesk for members (OneStopShop);

financial services for members' and other meeting participants' related expenditure;

a service responsible for holistic management of the CoR's records management policy and (ongoing and historic) documentary resources;

a central information hub which delivers library and connected knowledge management services by collecting, preserving and disseminating information related to the objectives and activities of the CoR.

Our main achievements in recent years and months are the delivery of efficient and qualitative day-to-day service to members and other participants at CoR meetings and events, both from a logistical, administrative and financial point of view; proactive hosting of the CoR members appointed for the new 2025-2030 term-of-office of the institution; successful organization of the first deposit of the historic archives of the CoR to the Historical Archives of the European Union in Florence, following the institution's 30th anniversary; and the modernisation of the CoR's record management policy, by joining the European Commission's e-Domec document management policy and in deploying the related IT applications (including ARES).

Our challenges ahead are to continuously broaden and upscale the provision of CoR members and other meeting participants with the necessary information and support; the implementation of modern, simplified and consolidated rules for the reimbursement of participants to CoR meetings; and a further rationalisation of the offer of tailor-made online information for CoR members, staff

and other stakeholders so as to further enhance the information flows and knowledge management.

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 period 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 FGIII](#)¹
- You have relevant experience in administrative and/or financial support tasks, in particular in dealing with high level stakeholders.
- You have very good oral and written communication skills, in particular for communicating with politicians and high-level stakeholders as well as drafting and publishing news items and other information on the web.
- You have strong digital skills and are keen to drive collaborative working methods, modernisation, innovation and digitalizing administrative processes.
- You are client-oriented, solution driven, very well organized and have an eye for detail.
- You have the ability to think with a critical spirit, analyse and solve problems pragmatically.
- You are a team player, engage effectively with others and facilitate interaction and efficient information flows within the team.
- You treat confidential or sensitive information accordingly.
- 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 English is required and at least a good level of French is desirable.
- You have a very good command of standard IT applications and tools, such as MS365 (including Outlook, Excel, Word, SharePoint, Teams, etc) and with collaborative tools.

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

- You have a very good command of standard IT applications and tools (MS365 including Outlook, Excel, Word; SharePoint; Teams; etc.)

Please note that candidates must meet the eligibility criteria specified in [art. 82\(3\) of the Conditions of Employment of Other Servants](#).

3.3 ASSETS

- Relevant professional experience inside the EU institutions is a strong asset.
- Thorough understanding of the CoR's mission and internal procedures constitutes an asset.
- Knowledge of or professional experience in financial and budget management, in particular in the EU institutions (including being familiar with the ABAC and/or SUMMA applications used for financial management inside the EU institutions), constitutes an asset.
- Thorough experience with Artificial Intelligence technology driven tools, and/or experience with the creation and maintenance of websites and similar information platforms are highly 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 08/07/2026 at noon.

Please note:

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

- only candidates selected 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.

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.