



European Committee  
of the Regions

## Human Resources and Finance

### VACANCY NOTICE

#### Administrator in the CIVEX Commission

Reference number: COR/AD5-AD12/25 BIS/26

|                     |                                                                                                      |
|---------------------|------------------------------------------------------------------------------------------------------|
| Directorate         | Directorate for Legislative work 1                                                                   |
| Unit                | B.3. Commission CIVEX                                                                                |
| Sector              | Constitutional affairs (CONST)                                                                       |
| Vacancy             | AD5-AD12                                                                                             |
| Type of post        | Official - Administrator<br>Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations |
| Date of publication | 17 August 2026                                                                                       |
| Deadline            | 31 August 2026 at noon (Brussels time)                                                               |

### 1. Your job and responsibilities

**Are you interested in political, legislative and analytical work on institutional affairs, multilevel governance, better regulation and active subsidiarity? Do you enjoy engaging with stakeholders at local, regional and European level?**

As an administrator in the CIVEX Commission, you will work on active subsidiarity, better regulation, multilevel governance and matters relating to the European Union (EU) Treaties. These policy areas are central to the European Committee of the Regions' (CoR) strategic agenda and institutional debates.

You will provide autonomous support to the CoR, its Members and experts in the preparation of CoR opinions. This includes drafting policy analyses, briefings, speeches and background notes in your areas of responsibility. You will contribute to the CoR's work on constitutional and institutional affairs, subsidiarity monitoring, multilevel governance and better regulation, including by coordinating the CoR's better regulation tools. You will also be responsible for subsidiarity assessments and for developing the CoR's subsidiarity monitoring strategy. Depending on operational needs, you may contribute to other activities of the CONST sector within the CIVEX Commission.

You will maintain close contacts with the European Commission, the European Parliament and the Council, while closely monitoring policy and institutional developments in your areas of responsibility.

You will also cooperate with regional offices, NGOs, think tanks, associations and other relevant stakeholders, and represent the CoR in administrative working groups where appropriate.

You will help organise commission meetings and other major events, and support CIVEX Members in their external and ad hoc activities, fostering cooperation with local and regional authorities and their representative organisations.

You will contribute to the institution's strategic planning by monitoring the implementation of the work programme and following up on adopted opinions to assess their impact and visibility.

Where relevant, you will support legislative work through evidence gathering and desk research. You will prepare specifications, manage and follow up studies carried out by external contractors and partner institutions, and design and implement online surveys targeting local and regional authorities and their representative organisations.

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

The CIVEX commission secretariat is one of the three Units that make up the Directorate for Legislative Work 1. The main tasks of the Directorate are to prepare the political messages of the institution by assisting Members in drawing up CoR opinions, supporting the political process within the Bureau and Plenary Session, and organising Commission meetings and external events. The key mission of the Directorate is to promote the effective involvement and contribution of the CoR in the decision-making process of the EU.

It plays a key role in framing and implementing the CoR's institutional and political strategies, and contributing to an improved, evidence-based, EU policy-making. An important element of this work is to provide analytical and organisational support to the political work of the institution, and to ensure the follow-up of CoR opinions, promoting and monitoring their impact.

The CIVEX commission focuses on specific policy areas:

- Constitutional affairs, responsible for topics like democracy, devolution and multilevel governance, subsidiarity and proportionality, better law-making and regional/local impact of EU legislation, migration, asylum and integration, rule of law (CONST);
- External relations, responsible for driving the CoR's activities in support of Ukraine and for shaping the local and regional dimension of the enlargement and neighbourhood policies, as well as for promoting and supporting the role of local and regional authorities in development cooperation (RELEX).

## **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 an academic background, related to law, political sciences, economics, public administration, or European affairs.
- You have sound experience or knowledge in the policy sectors covered by the CIVEX Commission, in particular related to the nature of the duties to be performed.
- You are capable of performing legal and political analyses on complex files.
- 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 a strong asset.
- You are proficient in using the most common IT applications and tools, such as Outlook, Excel, Word and Sharepoint, including AI tools in a secure environment. You are keen on learning new online technologies when needed.

### 3.3 ASSETS

- Previous experience in constitutional affairs and better regulation policy areas is a strong asset.
- Good knowledge of the CoR's Rules of Procedure and administrative procedures 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 31 August 2026 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.