



European Committee
of the Regions

Human Resources and Finance

CALL FOR EXPRESSION OF INTEREST **Temporary staff member working as an** **Assistant in Records and Information Management**

Reference number: COR/TA/AST3/20/26

Directorate	Directorate for Members, Plenaries, Strategy
Unit	A.1 – Services to members
Type of position	Temporary staff member – AST3
Period	3 years, starting from 1 December 2026
Application	Online application form
Date of publication	3 September 2026
Deadline	17 September 2026 at noon (Brussels time)

1. Your job and responsibilities

Would you like to be part of a dynamic team, holding a wide set of responsibilities with a multi-dimensional and multi-disciplinary portfolio of tasks?

As a cross-cutting assistant assigned directly to the Head of Unit A.1 – Services to members, you would be responsible for providing general administrative support to the work of the respective sectors in the unit, and for coordinating various cross-cutting processes of common interest.

You would also work closely with colleagues in the Knowledge and Information Services sector, a dynamic team of four assistants and two administrators, in which mutual assistance and collegiality are important values.

As a cross-cutting assistant to the Head of Unit, you would:

- provide administrative and logistical assistance to the head of unit and to the unit's sectors, including in respect of human-resources-related files and procedures, staff missions and the organisation of meetings and events;
- coordinate the creation and maintenance of the unit's intranet pages and other collaborative tools;

- ensure follow-up of and report on tasks assigned to the unit and ensure coordination of planning & reporting related matters.

As an operational initiating agent (OIA) of the Knowledge and Information Services, and under the responsibility of the authorising officer by sub-delegation (AOS), you would:

- be responsible for the operational management of two budget headings (for library services archival expenditure), including budget planning and continuous monitoring of budget consumption;
- organise public procurement (needs identification, organisation of tender procedures, etc.) and ensure contract management with external service providers (negotiating with contractors, follow-up of contract implementation, etc);
- perform the operational aspects of various types of financial transactions (commitments, payments, recovery orders, credit transfers, etc.), in close collaboration with the financial initiating agent (FIA);
- ensure the legality and regularity of operations, compliance with the principle of sound financial management and compliance with the provisions of the Financial Regulation and other applicable rules.

As a correspondent to the Records Management Officer (RMO) for Unit A.1, you would:

- assist the RMO with the development and correct application of the records management policy, covering all aspects of registration, filing, preservation and transfer of documents (both paper and electronic);
- be responsible for the proper implementation and application of the records and archives management rules in the Unit;
- be on the front line in providing support to users in the unit and in referring matters to the RMO when necessary.

As an information assistant in the Information Hub sub-sector, you would:

- contribute to the implementation of an efficient, pro-active and client-oriented information management policy and to the delivery of modern library services for the institution;
- perform research using the available knowledge sources and compile information and material of interest to CoR departments, in order to share and disseminate data, knowledge and information in support of evidence-based work;
- provide operational and user support to CoR staff and members to help them access information and data, principally in the form of digital news and academic articles, e-books and paper books;
- liaise with external providers to ensure that subscriptions to media outlets and other information databases work smoothly.

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

Our Unit A.1 – Services to members consists of 18 colleagues and is part of the Directorate for Members, Plenaries, Strategy. It is divided into several sectors:

- a general information helpdesk for members (One Stop Shop);

- financial services for members, also covering the relevant expenditure of other participants in meetings;
- a department responsible for the overall management of the CoR's records management policy and (ongoing and historic) documentary resources;
- a central information hub that 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 have been the delivery of an efficient and high-quality day-to-day service to members and other participants at CoR meetings and events, from a logistical, administrative and financial point of view; proactive welcoming and supporting of the CoR members appointed for the new 2025-2030 term of office of the institution; successful organisation 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 provide CoR members and other meeting participants with the information and support they need; to implement modern, simplified and consolidated rules for reimbursing the expenses of CoR meeting participants; and to further streamline the range of tailor-made online information for CoR members, staff and other stakeholders so as to further enhance 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 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 relevant experience in administrative support, financial management, records management and/or knowledge management.
- You are familiar with the electronic document and records management policies and tools in use at the European Commission in particular (e-Domec, ARES).
- You are familiar with budget management, public procurement and contract management and have relevant experience in financial management within the European institutions, including with the applications used for financial management inside EU institutions (ABAC and/or SUMMA).
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the official EU languages. For functional reasons, a high level of either English or French is required, and a good level of the other working language (French or English) is desirable.
- You have a very good command of standard IT applications and tools (M365 applications such as Outlook, Excel, Word, SharePoint, Teams, etc.), including AI tools in a secure environment.

3.3 ASSETS

- You preferably have a background in Information Science (archives, information, document and records management).
- You are familiar with providing library services, including the contractual handling of subscriptions to media outlets and other information databases.
- You have thorough digital skills, including experience with Artificial Intelligence tools, and/or experience with the creation and maintenance of websites and similar information platforms.
- You are client-oriented, solution-driven and have strong communication skills, with a view to smooth communication with Committee members and colleagues.
- You have experience in dealing with high-level clients.

Please note that candidates must meet the eligibility criteria specified in [Article 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.

- 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 **17 September 2026 at noon**.

Please note that only candidates selected for an interview by the selection panel 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.