European Committee of the Regions

Human Resources and Finance

VACANCY NOTICE
Administrator for Design and Operational Follow-up of HR Strategic Actions

Reference number: COR/AD5-AD12/33 BIS/26

Directorate	E – Human Resources and Finance
Unit	E.I. – Strategic use of resources, smart house
Vacancy	AD5-AD12
Type of post	Official – administrator Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	12/11/2026
Deadline	26/11/2026 at noon (Brussels time)

1. Your job and responsibilities

Are you a proactive problem-solver who enjoys challenging existing ways of working, simplifying complex processes and turning ideas into practical solutions? Would you like to contribute to making our organisation more resilient, efficient and ready to face new challenges?

The post requires strong analytical, organisational and administrative skills, combined with the ability to review existing arrangements, identify opportunities for improvement and translate policy and operational requirements into practical, efficient and well-documented solutions. The successful candidate will be expected to work with regulatory and procedural frameworks, administrative workflows, governance arrangements and collaborative digital tools, exercising a high degree of autonomy, precision and judgement.

A key responsibility will be to contribute to the review and improvement of the CoR's business continuity arrangements, with a particular focus on organisational preparedness, simplification of procedures, clarity of responsibilities and operational efficiency.

The administrator will also contribute to the modernisation and simplification of administrative processes, identifying opportunities to streamline workflows, reduce administrative burdens and develop practical digital solutions.

In addition, the post involves the design, implementation and operational follow-up of selected HR initiatives and new development schemes, including the preparation of administrative and procedural frameworks, coordination with relevant stakeholders and support for their effective implementation.

The administrator will also act as Building Liaison Officer for the institution, ensuring coordination with the Directorate for Logistics on building, workspace and facilities-related matters, including staff moves and requests for works. The post may also involve providing back-up for activities related to the CoR Anti-Fraud Strategy and contributing to other governance and coordination tasks within the team.

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

The Directorate for Human Resources and Finance (Directorate E) is responsible for the optimal implementation and development of the human and financial resources, including the control environment, of the CoR. It provides CoR members and the institution's general secretariat with high- quality services while guaranteeing compliance with the regulatory framework: the Staff Regulations, the Conditions of Employment of Other Servants of the European Union (EU) and the Financial Regulation, as well as the rules flowing from these, and internal control standards. Directorate E works closely with all the CoR departments and at an interinstitutional level. Our Directorate comprises five specialised units:

- E.I – Strategic use of resources, smart house
- E.1 – Annual budget and finance
- E.2 - Recruitment and career
- E.3 - Working Conditions and talent management
- E.4 – Financial management

The 'Strategic use of resources, smart house' team is placed under the direct leadership of the Deputy Director of the Directorate for Human Resources and Finance, which is composed of five operational units comprising approximately 80 officials and other staff. The team in E.I is currently composed of seven staff members representing a variety of EU countries, languages and cultures.

The team is responsible for supporting the operational design, coordination and follow-up of cross-cutting measures requiring interaction between HR policies, the applicable statutory and regulatory framework, administrative processes, digital tools and institutional governance arrangements.

2.1. Business continuity and organisational preparedness

The administrator will contribute to the review and improvement of the CoR's business continuity and crisis management arrangements, with a view to ensuring adequate preparedness, an effective and coordinated response to disruptions and a smooth recovery once the situation has stabilised.

Key tasks will include:

- Reviewing existing business continuity and crisis management frameworks, procedures and governance arrangements, identifying gaps, unnecessary complexity and opportunities for simplification.
- Proposing practical measures to strengthen organisational preparedness, clarify roles and responsibilities, and streamline decision-making, communication and escalation procedures.
- Coordinating with relevant departments to identify critical activities, operational dependencies and continuity requirements, and develop appropriate contingency and crisis response arrangements.
- Supporting the operational coordination, information flows, documentation and follow-up of actions during a crisis, in cooperation with the competent services and crisis management structures.
- Contributing to recovery and the orderly resumption of normal operations once the situation has stabilised, including the follow-up of outstanding issues and corrective measures.
- Supporting testing, lessons-learned exercises and continuous improvement of business continuity and crisis management arrangements.

2.2. Administrative modernisation and process simplification

The administrator will contribute to the modernisation and simplification of administrative processes, with a focus on efficiency, user-friendliness and sound governance. Key tasks will include:

- Reviewing existing workflows and identifying opportunities to simplify procedures, eliminate unnecessary steps, reduce administrative burdens and improve service delivery.
- Designing streamlined processes, clear guidance, practical templates and proportionate monitoring arrangements, in compliance with applicable rules.
- Identifying opportunities for digitalisation and automation, including the development of collaborative SharePoint-based solutions and digital workflows.
- Coordinating with relevant stakeholders to support implementation, change management, documentation and continuous improvement.

2.3. Design and operational implementation of HR initiatives

The administrator will contribute to the design, implementation and operational follow-up of selected HR initiatives and new development schemes. Key tasks will include:

- Analysing the applicable statutory and regulatory framework and translating policy objectives into practical administrative and procedural arrangements.
- Designing implementation frameworks, including eligibility and participation conditions, approval processes, responsibilities, workflows, templates, guidance and monitoring requirements.
- Preparing draft implementing documents, decision-support material and arrangements for consultation and social dialogue, where relevant.
- Coordinating contributions from relevant departments and potential internal or external partners, including the preparation of cooperation arrangements where required.
- Supporting the launch, monitoring and evaluation of new initiatives or pilot schemes, and proposing adjustments based on implementation experience and evidence.

2.4. Cross-cutting coordination and institutional support

- Act as Building Liaison Officer for the CoR, coordinating building, workspace and facilities-related matters with the competent departments and ensuring appropriate communication and follow-up.
- Contribute to workplace-related projects and changes affecting the directorate.
- Provide structured back-up for activities related to the implementation and monitoring of the CoR Anti-Fraud Strategy and sensitive post policy.
- Support other strategic planning, reporting, governance and compliance activities of the team, as required.

3. Are you the talent we are looking for?

3.1 GENERAL ABILITIES AND CAPACITIES REQUIRED

- Think critically, analyse and solve problems pragmatically.
- Assess the credibility and reliability of sources, data and information, and use the relevant digital tools to carry out your duties.
- Organise your own work, demonstrate responsibility, identify priorities, make appropriate decisions and deliver results.
- Adapt to an evolving working environment, demonstrate commitment and adopt a constructive attitude at all times. Remain effective and flexible even during periods of heavy workload.
- Take the initiative to achieve individual and shared objectives, demonstrate ownership and work autonomously.
- Learn and develop professionally to continuously enhance job performance, your knowledge of the organisation and the working environment.

- Work together with others in a constructive way, contributing to a diverse and inclusive working environment. Act with 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

- Strong analytical and problem-solving skills, with the ability to review existing arrangements, identify opportunities for simplification and propose practical, efficient and proportionate solutions.
- Good organisational and project coordination skills, including the ability to structure activities, establish priorities, monitor progress and follow up on actions involving different stakeholders.
- Ability to understand and apply administrative and regulatory requirements and translate them into clear procedures, workflows and practical implementation arrangements.
- Good digital skills and familiarity with collaborative tools such as SharePoint, Teams or comparable solutions, combined with an interest in digitalisation and administrative modernisation.
- Very good drafting and communication skills, with the ability to prepare clear documentation, guidance, briefings and reports, and to work both independently and collaboratively.
- Thorough knowledge of one official EU language and satisfactory knowledge of another; for functional reasons, an excellent command of English or French is required.

3.3 ASSETS

- Knowledge of or exposure to business continuity planning, organisational preparedness, risk assessment or crisis management.
- Experience or practical exposure to administrative simplification, process improvement, change management or organisational modernisation.
- Familiarity with the EU institutional and regulatory environment, including the Staff Regulations and Conditions of Employment of Other Servants, and/or experience in implementing HR or administrative initiatives.
- Experience or interest in developing digital solutions, including SharePoint-based workflows, automation, data analysis or AI-assisted tools.
- Familiarity with building or workplace coordination, internal control, compliance, anti-fraud or other governance-related activities.
- Knowledge of the functioning and administrative environment of the European Committee of the Regions or other EU institutions.

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 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 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 26/11/2026 at noon.

Please remember to read carefully the annex to this vacancy announcement for further details regarding this selection procedure.

The Secretary-General
Petr Blížkovský

The European Committee of the Regions (CoR) is the voice of the 1.2 million EU politicians elected at local and regional level, represented by its 329 members (and alternates) from all over Europe. As well as forming the bedrock of EU democracy, they are responsible for implementation of around 70% of EU policies, one third of public spending and half of public investment.