



**European Committee
of the Regions**

Brussels, 18/09/2019

VACANCY NOTICE N° COR/AST1-AST7/42/19

concerning a post of
ASSISTANT (M/F)
in the Directorate for Logistics
Catering Service

Publication under Article 29(1) (a), (b) and (c) of the Staff Regulations

1. **Vacancy:** AST1-AST7
Type of post: ASSISTANT

2. **Working environment**

The Directorate for Logistics (DL) has as mission to provide specific services (infrastructure, printing of documents, information technologies, security, catering, EMAS and public procurement related to the areas of activities of the Directorate) to the Committee of the Regions (CoR) and the European Economic and Social Committee (EESC), their Members and their administrations, as set out in the cooperation agreement between the two Committees.

The provision of these services is based on the principles of quality, balanced response to the needs of both Committees, adaptability of the operation in order to be able to respond to new developments in the Committees' needs, and optimisation of efficiency in the use of human and financial resources in an environmentally friendly way.

The Infrastructures unit is part of the DL. With 33 staff members, our work is organized in five sectors:

- Space management and finishing;
- Building projects;
- Maintenance and technical projects;
- Finance and purchasing;
- EMAS and catering services.

We offer:

- A friendly, dynamic working environment where team spirit, flexibility and a sense of initiative are highly valued;
- A many-faceted and varied work with numerous internal and external contacts;
- An opportunity to work in a unit in daily contact with colleagues from both Committees;
- Flexible working hours;
- A wide range of internal and inter-institutional training courses.

3. Brief description of main responsibilities

The selected candidate will be responsible for the management and monitoring of all contracts related to the catering activities, including all related aspects such as communication, administrative management, financial management and food donation.

This requires a daily follow-up of the following areas:

- all technical aspects (breakdowns, maintenance and urgent interventions);
- the fulfilment of all contractual obligations (daily control regarding the offer in the canteen and the cafeterias) and the preparation of various reports;
- all banqueting activities;
- the food donation project;
- drafting of technical specifications and taking part in the evaluation procedure of call for tenders;
- budgetary monitoring of all contracts.

4. Duties

The jobholder will be mainly responsible for:

- Managing inventory (check compliance of deliveries, update and monitor the inventory);
- Assisting in the management and planning of the work of the main catering contractor (catering services, maintenance, distributors and inspections), including proactively supervising contracts and contractors' obligations (e.g. reporting and processing the applicable penalties);
- Administrative and budgetary follow up on catering contracts:
 - Initialise requests for assistance;
 - Supervise service provision and work;
 - Provide technical approval for services and works carried out;
 - Follow up on invoices and mark as "certified correct";
 - Monitor budget consumption and contractual deadlines;
 - Act as operational initiating agent.
- Assisting in the evaluation of operational needs and budget volumes in contractual terms;
- Assisting in the administrative and budgetary follow up on catering contracts;
- Handling requests for assistance with technical problems and failures related to catering, including occupational safety. This involves the following tasks:
 - Management and follow up;
 - Follow up on closures and evaluations;

- Preparation of general statistics;
 - Decoration of catering facilities.
- Assisting in the management of the contract with the Federal Agency for the Safety of the Food Chain (FASFC) including Smiley;
 - Assisting with reporting and forward planning (spending plan, management plan, etc.);
 - Assisting in the administrative and budgetary follow up on catering calls for tender;
 - Contributing to drafting tender specifications and participating in tender openings and evaluation committees;
 - Managing statistics on activity at sales points, including analysis and follow up;
 - Managing opening hours for catering facilities: manage the schedule with the contractors, manage contact with the Supervisory Committee for Catering Activities (CSAR) and communicate with the Committees' staff;
 - Managing complaints: follow up on each complaint with the complainant and the catering if applicable, file complaints and compile monthly statistics;
 - Carrying out staff surveys;
 - Assisting in the coordination with catering services of other institutions;
 - Managing the catering service intranet: update intranet pages on catering facilities, opening hours and forms.

5. Who can apply? (eligibility criteria)

On the closing date for applications and without prejudice to the other provisions of Article 28 of the Staff Regulations, every applicant for a permanent position within the CoR must prove that he/she is an established EU official or a successful candidate in either an EPSO¹ competition for officials or a CoR internal competition of an appropriate grade.

6. Qualifications and skills required

- Good knowledge of the activities of the European Union and of the CoR;
- Thorough knowledge of the usual computer tools (Word, Excel, Outlook, PowerPoint, Adonis, databases); knowledge of SharePoint would be an asset;
- Sense of initiative and good organisational skills;
- Availability and flexibility (particularly in terms of working hours) and sense of confidentiality;
- Thorough knowledge of an official language of the European Union and at least satisfactory knowledge of another official language of the European Union; for functional reasons, a very good knowledge of English or French is required; a good knowledge of the other language would be an asset;
- Aptitude in the field of administrative and financial management; knowledge of the European public tendering procedures would be an asset;
- Knowledge of financial procedures;
- Interest in the field of catering, including the associated technical installations (experience in this field would be an asset);

¹ Candidates on EPSO reserve lists which are not available to the CoR will not be considered.

- Interest in environmental issues and sustainable food (experience in this field would be an asset);
- Ability to work in a team and coordination capacity;
- Experience of working in an operational field would be an asset.

7. Applications

All applicants for this vacancy must complete in full the electronic application form available at <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en>.

To be valid, the application must be complete and accompanied by an **up-to-date curriculum vitae, a covering letter** and all of the following supporting documents:

- Applicants submitting an application under Article 29(1)(a)(i) – **transfer** (established CoR officials only): proof of current grade;
- Applicants submitting an application under Article 29(1)(a)(ii) – appointment in accordance with Article 45a (**certification**): proof of current grade, proof of successful completion of certification procedure (only for posts in the AD function group);
- Applicants submitting an application under Article 29(1)(a)(iii) – **promotion** (established CoR officials only): proof of current grade which must be immediately below the minimum range of grades defined for this vacancy. The applicant must have occupied his or her current grade for at least two years on the closing date for this vacancy;
- Applicants submitting an application under Article 29(1)(b) – **inter-institutional transfer**: proof of current grade in institution of origin;
- Applicants who have passed an **EPSO competition for officials or a CoR internal competition**: number of EPSO or CoR competition, candidate number, proof of passing an EPSO or CoR competition for the function group and grade mentioned in this vacancy.

8. Closing date for applications: 16 October 2019 at noon (Brussels time)

9. Comments

- The appointing authority will first consider applications submitted under Article 29(1)(a) of the Staff Regulations (transfer, appointment or promotion), then applications submitted under Article 29(1)(b) (inter-institutional transfer) and finally applications submitted under Article 29(1)(c) (laureates of an EPSO competition and/or internal COR competition)²; by derogation from paragraph (1) (a) of Article 29 of the Staff Regulations, laureates of internal competitions published under Article 29(3) of the Staff Regulations will be considered in parallel with transfers of officials within the institution.
- The post will be filled according to budgetary availabilities.

²

Article 29(1)(b) of the Staff Regulations offers officials the possibility of requesting a transfer to another institution or agency at any time during his/her career. However, candidates are reminded that, in the interests of the service, the transfer of newly recruited officials less than two years after they first take up their duties is only possible in exceptional cases and for properly substantiated reasons; each individual case has to be submitted for approval to the official's original institution or agency and to the institution or agency to which he/she wishes to transfer.

Only duly completed applications that meet the eligibility criteria specified in point 5 of this vacancy notice will be taken into consideration in establishing a list of suitable candidates who may be invited for an interview. No application that is incomplete or submitted after the deadline for applications will be considered.

Please note that only those candidates selected for an interview by the requesting service will be contacted in person.

If you have not been contacted within six weeks following the deadline of the vacancy notice, please consider your application unsuccessful.

The personal data contained in applications shall be handled in accordance with European data protection legislation.

The 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 that was created in 1994. Its consultative role allows its 350 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.

As an employer, the CoR applies a policy of equal opportunities, precluding any discrimination, and is also committed to protecting the environment.

The Secretary-General *ad interim*

(signed)

Pedro CERVILLA