



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD5-AD11/7/23

Two posts of Policy Officer for Cohesion Policy

Directorate	Directorate for Legislative work 2
Unit	Unit C.1 – Commission for Territorial Cohesion Policy and EU Budget (COTER)
Vacancy	AD5-AD11
Type of posts	ADMINISTRATOR
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	23/02/2023
Deadline:	09 17/03/2023 at noon (Brussels time GMT + 1)

Your job and responsibilities

We are looking for two Policy Officers for Cohesion Policy. As a Policy Officer, you will be responsible for following the main policy priority of the European Committee of the Regions (CoR), supporting members in this field, engaging with a multitude of stakeholders, reaching out to other EU institutions and thinking creatively about how to achieve CoR objectives.

Together with other colleagues, you will be in charge of analysing all political developments in the field of cohesion policy, including the European Structural and Investment Funds, urban policy and housing, outermost regions, European territorial cooperation (Interreg), and macro-regional strategies. Your task will be to actively contribute to developing proposals for cohesion policy legislation.

For this, you will also closely follow the work of the European Commission, the European Parliament and the Council of the EU. It will be expected that you are aware of all relevant decisions taken and prepared by the co-legislators.

In addition, you will lead the work of the CoR in relation to the institution's contacts with the OECD and with the Urban Development Group (UDG) of the Member States. You will be preparing high-level events of the CoR, such as the joint meeting of the COTER commission with the REGI committee of the European Parliament.

You will be working closely with members of the CoR, but also with Member States of the EU and staff of other EU institutions. You will be providing members in the CoR with written and oral assistance (preparing basic files, briefing notes, organisation of events, voting lists, draft reports, etc.). You will be helping to organise the work of the COTER commission by providing the information needed to draft agendas, notes for the chair, minutes, etc. You will be carrying out procedural tasks, thereby ensuring compliance with the relevant provisions of the Rules of Procedure and Treaty/Treaties, checking consistency with existing models, etc. You will be fostering contact between CoR members and other EU institutions, and with other relevant stakeholders. You will be taking part in expert groups on behalf of the CoR and interinstitutional working groups.

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

Our Unit is composed of 12 members and is part of the Directorate for Legislative Work 2. It is in charge of organising the work of the COTER Commission, assisting its members in drawing up the CoR's opinions, supporting the political process within the Bureau and plenary sessions and organising commission meetings and external events. The COTER commission deals with cohesion policy, transport policy, urban policy, territorial cooperation, including cross-border cooperation, the EU budget, and regional statistics and indicators. The COTER secretariat is also responsible for the official EU register of European Groupings of Territorial Cooperation (EGTC) and for managing the EGTC Platform, as well as for the CoR's work on Territorial Impact Assessments.

Over recent years, the COTER commission has established very good relations with the European Parliament and its REGI, TRAN and BUDG committees, the European Commission, the Council presidencies, as well as with other relevant institutions and organisations. Thanks to its alliance-building with the European associations of local and regional authorities and other partners, in particular through the #CohesionAlliance, it has been able to achieve significant political impact in key policy areas, such as the Cohesion Policy legislative package for 2021-2027, where many of the CoR's recommendations were taken on board by the co-legislators.

Are you the talent we are looking for?

- You have a university degree in an area related to the nature of the duties to be performed;
- You have a solid knowledge of cohesion policy and, more specifically, EU urban and regional policies. Practical experience with the preparation and implementation of cohesion policy programmes, in particular at local or regional level, would be an asset. Specific knowledge of and experience with the ESF+ would be another asset;
- You have an excellent analytical capacity and a high degree of accuracy and reliability in conducting data analyses;
- You possess a proven capacity to lead projects and implement them individually, in coordination with external and internal partners;
- You have excellent written and oral communication skills in order to communicate efficiently and fluently with internal and external stakeholders;
- You have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of another of the EU's official languages. For functional reasons, a very good command of English is required. A good level of other EU languages would be an asset;
- You have a good command of IT applications and tools (Outlook, Excel, Word, SharePoint, etc.);
- You have a confirmed capacity to work on different issues simultaneously, to deal with a high workload and to deliver quality work under often tight deadlines;
- You have a good team spirit while being capable of working autonomously.

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.

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: <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en> before noon on 09/17/03/2023.

Please remember to read carefully the appendix to this vacancy announcement.

The Secretary-General

(signed)

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.
