



European Committee  
of the Regions

## Human Resources and Finance

### VACANCY NOTICE N° COR/AD5-AD11/1/23

#### HEAD OF THE CAREER SECTOR

Directorate	Directorate for Human Resources and Finance
Unit	Unit E.2 - Recruitment and career
Vacancy	AD5-AD11
Type of post	ADMINISTRATOR
	Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	18/01/2023
Deadline:	<b>01/02/2023 at noon (Brussels time GMT + 1)</b>

### Your job and responsibilities

**Are you an HR professional specialised in career development policies looking for new career opportunities as Head of the Career sector in the European Committee of the Regions (CoR)? Not afraid of the complexity of the statutory provisions? Are you always a step ahead in order to meet all your deadlines and contribute to the smooth functioning of your team? Do you have good people management skills, a pedagogical approach, an excellent sense of organisation and confidentiality? Then this might then be the right career opportunity for you.**

As head of the Career sector, you will lead a small team of 3 assistants in charge of all aspects of career development procedures. More specifically, you would ensure:

- Holistic management of the annual assessment and promotion exercises for all categories of staff (officials, temporary and contract members of staff): drafting implementing provisions and internal decisions aiming to implement these two statutory procedures, coordinating the related IT developments in order to carry out the annual assessment exercise under optimal conditions, carrying through all steps of these two procedures, drawing-up conclusions, statistics, encoding, checking and validating relevant data in the appropriate HR management tools, supporting the client services in the implementation of these two procedures, organising training sessions, meetings with stakeholders, participating in social dialogues etc.;
- Management of the certification procedure: drafting regulations, organising calls for interests, coordinating the internal selection process, supporting the joint certification committee and the certification panel in their work, assisting potential candidates, checking all formal aspects and the correct implementation of the procedure etc.;
- Management of the procedure aiming to verify the compliance with art. 45§2 of the Staff regulations (knowledge of a 3<sup>rd</sup> language prior to first promotion): liaising with officials, the training department, EPSO etc. , providing advice and ensuring the procedure is implemented in line with the legal requirements;
- Management of the individual files: administration of personal files of staff members, their digitalisation and follow-up in line with DPO requirements;
- Participation in various working groups, social dialogues, task forces etc. relevant for the work of the sector;

- Other administrative support tasks in the field of career management (archiving of files, drafting and implementation of administrative procedures, ex-post verifications etc.) and supporting the head of unit and the deputy head of unit in case of need.

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

The Recruitment and career Unit is part of the Directorate for Human Resources and Finance of the CoR, composed of five operational units comprising approximatively 60 officials and other servants. The Recruitment and career Unit is organised around two sectors: the Recruitment sector and the Career sector. It is a dynamic team of 13 officials representing a variety of EU countries, languages and cultures.

The Career sector ensures correct implementation of Staff regulations provisions regarding annual assessment and promotion, management of the certification procedure, implementation of provisions with regard to 45§2 of the Staff regulations as well as management of individual files.

We are currently looking to recruit a new Head of the Career sector in order to consolidate the team and provide the best possible support to our client services.

Over the last years, we have collectively managed to digitalise all our processes and to continue recruiting despite the challenging sanitary context. As part of our future challenges, we want to improve the attractiveness of the CoR through targeted Employer Branding, to retain our talents and to provide more mobility options for staff by providing adequate working and career development opportunities.

## Are you the talent we are looking for?

**Please read carefully the general and specific requirements of this vacancy notice and highlight in your cover letter how you comply with them.**

General competencies required:

- You have excellent organisational skills, combine the capacity to work efficiently while keeping an eye for detail in order to respect deadlines and the required qualitative standards;
- You have the ability to think critically and take initiative, you have a sense of responsibility and you adapt easily to quickly changing priorities, even when working under pressure;
- You can work independently and proactively with a strong spirit of initiative, while ensuring appropriate feedback and information sharing with your line managers;
- You have very good verbal and written communication skills, political awareness and diplomacy;
- You have a customer-oriented mind set, including availability, flexibility and discretion;

Specific competencies required:

- You possess a very good knowledge of the provisions of the Staff regulations regarding annual assessment and promotion, certification and third language;
- You have a previous working experience of at least 2 years in human resources management, acquired ideally in the European institutions, in order to be operational quickly and meet the current service needs;
- You have a previous first experience in team coordination and management;
- You have a strong command of IT applications and tools (Outlook, Excel, Word, SharePoint, Teams, etc.) and you have experience in managing team sites in SharePoint and HR IT project management or the ability to quickly acquire this knowledge;

- You have a thorough knowledge of one official language of the EU and at least satisfactory knowledge of another official language of the EU: for functional reasons, a very good command of English and French is required. Knowledge of any other EU languages would be an asset.

Additional competencies/knowledge (assets):

- Knowledge of the functioning of the EU institutions and the political structure and organisation of the CoR would be an asset;
- Previous experience with Adonis, SysPer and Teams would be an asset.

### 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 01/02/2023. Please remember to read carefully the appendix to this vacancy announcement.

The Secretary-General

*(signed)*

Petr Blížkovský

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The [European Committee of the Regions](#) (CoR) is the political assembly that 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 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.

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