**VACANCY NOTICE N° COR/AD5-AD11/3/24**  
**Policy Officer - Constitutional Affairs/Citizenship/Governance & Subsidiarity**

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<td>Unit</td>
<td>Unit B.3 – Commission for Citizenship, Governance, Institutional Affairs and External Relations (CIVEX)</td>
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**Your job and responsibilities**

Are you interested in political, legislative and analytical work related to democracy, better regulation, and subsidiarity and proportionality monitoring? Do you want to interact with stakeholders at local, regional, and European level?

As an administrator in the CIVEX commission, you are responsible for the policy areas related to democracy, governance, devolution of powers, subsidiarity, and the Future of Europe - policy areas that are at the core of strategic debates within the European Committee of the Regions (CoR).

You autonomously support the work of the CoR, Members and experts on the preparation of CoR opinions, by drafting policy analyses, briefings, speeches and background memos in your policy field. You contribute to the CoR work on constitutional affairs, active subsidiarity, multi-level governance, better regulation and the rule of law. You may also be asked to contribute to the work on Fundamental Rights, migration policy and the integration of migrants.

You develop contacts with the European Commission, the European Parliament and the Council, and constantly monitor inter-institutional activities by keeping abreast of policy developments in your policy field. You cooperate with other stakeholders such as regional offices, NGOs, think tanks and associations. You also represent the CoR in topical administrative working groups.

You help to organise recurring commission meetings, and you provide assistance to the Members of the CIVEX commission in their external and extraordinary activities, to boost collaboration in these fields with local and regional counterparts.

You contribute to the institution’s strategic planning by ensuring follow-up of the future work programme and of your opinions after they have been adopted, to help assess their impact.
When appropriate, in support of your legislative work, you contribute to provide evidence via desk research and draw up specifications and ensure follow-up of studies carried out by external contractors. You design and implement online surveys of local and regional authorities and their representative organisations.

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

The CIVEX commission secretariat is one of the four Units that make up the Directorate for Legislative work. The main tasks of the Directorate are to prepare the political messages of the institution by assisting Members in drawing up CoR opinions, supporting the political process within the Bureau and Plenary Session, and organising commission meetings and external events. The key mission of the Directorate is to promote the effective involvement and contribution of the CoR in the decision-making process of the EU.

It plays a key role in framing and implementing the CoR's institutional and political strategies, and contributing to an improved, evidence-based, EU policy-making. An important element of this work is to provide analytical and organisational support to the political work of the institution, and to ensure the follow-up of CoR opinions, promoting and monitoring their impact.

The CIVEX commission focuses on specific policy areas:
- Constitutional affairs, responsible for topics like democracy, devolution and multilevel governance, subsidiarity and proportionality, better law-making and regional/local impact of EU legislation, migration policy, asylum and visas, rule of law;
- External relations, responsible for driving the CoR's activities in support of Ukraine and for shaping the local and regional dimension of the enlargement and neighbourhood policies, as well as for promoting and supporting the role of local and regional authorities in development cooperation.

Are you the talent we are looking for?

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 period 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.

JOB-SPECIFIC REQUIREMENTS
- You have a thorough knowledge of an official language of the European Union and a satisfactory knowledge of another official language of the European Union. For functional reasons, a very good knowledge of English is required. Knowledge of French is a very strong asset.
• You have sound experience or knowledge in the policy sectors covered by the CIVEX Commission, in particular related to the nature of the duties to be performed.
• You possess an academic background, involving some courses related to law, political sciences, economics, public administration, or European affairs.
• You are proficient in using the most common IT applications, and a willingness to learn new (online) technologies when needed.

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.
• An EMAS-certified institution that is continuously looking to improve its environmental performance.

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](https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en) before noon on 25/01/2024.

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 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.