



European Committee  
of the Regions

## Human Resources and Finance

### VACANCY NOTICE N° COR/AD5-AD11/33/22

#### Administrator (M/F)<sup>1</sup>

Unit	Legal Affairs Unit
Vacancy	AD5-AD11
Type of post	ADMINISTRATOR
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	04/08/2022
Deadline	<b>23/09/2022 at noon (Brussels time GMT + 1)</b>

#### Your job and responsibilities

If you are an experienced lawyer, who is interested in working as part of a team on a range of often complex issues in different areas of European Union (EU) law, we are seeking to strengthen our team with a lawyer who is able to quickly integrate, and manage files with creativity, precision and attention to detail.

You must be prepared to tackle a range of issues, given the multidisciplinary nature of the tasks assigned to the unit, covering legal analysis of staff-related matters relating to the Staff Regulations, the drafting of memos on institutional matters as well as the preparation and the interpretation of a wide range of internal decisions, including the Rules of Procedure of the European Committee of the Regions (CoR).

Being a member of the CoR's legal service also requires a high level of discretion, integrity and confidentiality, and strong listening and diplomatic skills, in dealing with both the members of the CoR and all of its staff.

You will be part of a close-knit team working in a pleasant, cooperative atmosphere, where each colleague will be keen to integrate you into this motivating, positive working environment and further your training.

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

The Legal Affairs Unit is a small, dynamic and motivated team, most of whom are lawyers, working in the different fields of EU law but also occasionally dealing with issues of national law.

The role of this unit, which forms the CoR's legal service, is to provide independent legal advice to CoR bodies and all departments of the institution's General Secretariat and to represent the CoR in all judicial proceedings, in particular in litigation before the EU courts. Since 1 January 2022 our unit reports directly to the Secretary-General.

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<sup>1</sup> Any reference to a person of the male sex shall be deemed also to refer to the female sex, and vice versa.

Our unit carries out a range of tasks:

- Providing high-quality legal advice and assisting the members and the various departments of the General Secretariat in order to ensure the legality of the legal acts that they adopt;
- Advising the private offices of the President and the Secretary-General on political issues requiring acceptable legal solutions;
- Helping to ensure the quality of drafting of decisions initiated by the various directorates and compliance with the applicable rules and procedures;
- Assisting and representing the institution in litigation and, where appropriate, representing it in cases before the EU's courts;
- Performing the duties of Data Protection Officer for the institution;
- Carrying out various planning and research tasks on subjects related to the local and regional dimension of the institution;
- Monitoring certain CoR meetings, particularly Bureau meetings and plenary sessions, and the proceedings of some European Parliament committees and other institutions' meetings that are of significant relevance to the CoR's legal and institutional files.

Our unit's main objective is to be constantly at the service of the institution in order to ensure, in complete independence, that the law is fully observed, to the benefit of both our members - representatives of local and regional authorities - and all staff and the European citizens.

Our challenge ahead is to continue to fulfil our role as effectively as possible by delivering full satisfaction to our members and all of the CoR's departments through our input across all legal issues; continue to maintain the limited number of cases before the courts; and ensure, alongside the Directorate for Human Resources and Finance, a balance between the interests of the institution and those of its staff by helping to establish and ensure compliance with an appropriate legal framework.

#### Are you the talent we are looking for?

- You have excellent written and oral analysis and communication skills. Excellent drafting skills are essential, in particular for drafting legal memos and internal regulations and responding to complaints;
- You have completed university studies, as evidenced by a law degree;
- You have a thorough knowledge of EU law and of the functioning and procedures of the EU;
- 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 high level of English and French is required. Knowledge of other official EU languages is desirable;
- Good knowledge of the Staff Regulations and the Financial Regulation (Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the EU), in particular as regards public procurement is a major asset;
- A good knowledge of data protection legislation or previous experience in this field would also be highly appreciated;
- You work independently and have an eye for detail, always respecting deadlines, which may be very short;

- You show initiative and foresight, remaining equally efficient and working to the same high standard as when there is a high workload;
- You are able to work in an international and multicultural environment and easily adapt to different situations and changes in the tasks to be performed;
- You have a good command of IT applications and tools (Outlook, Excel, Word, SharePoint, etc.).

#### What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible;
- The opportunity to work in a small, dynamic team where solidarity, mutual assistance and collegiality are important values;
- 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 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 23/09/2022.

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

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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.

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