



European Committee  
of the Regions

## Human Resources and Finance

### VACANCY NOTICE N° COR/AST1-AST7/10/23

#### Assistant to the Director of Human Resources and Finance

Directorate	Directorate for Human Resources and Finance
Vacancy	AST1-AST7
Type of post	ASSISTANT
	Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	16/03/2023
Deadline:	12/04/2023 at noon (Brussels time GMT + 1)

### Your job and responsibilities

**Do you have excellent organisational skills and want to contribute to the smooth running of a large and diverse Directorate? Do you have strong communication and coordination skills?**

As a personal assistant to the Director for Human Resources and Finance, you will provide direct support in organising the daily agenda and following the activities of the Director in cooperation with the assistant to the Deputy Director.

The main tasks comprise:

- providing administrative support and performing administrative support tasks (managing the agenda, preparing and follow-up of meetings, drafting minutes from meetings, organising videoconferences, managing correspondence and documents, filing, etc.);
- providing back-up to the assistant of the Deputy Director in case of absence of the colleague in charge of this area or if the need of the service requires it;
- providing administrative support in connection with human resources management duties (leave, absences, training, staff reports, etc.);
- coordinating meetings and managing contacts with the other services within the Directorate and outside and carrying out certain internal coordination tasks (organising and planning meetings, etc.);
- monitoring the deadlines of the different files dealt with by the Directorate;
- when necessary, attending meetings, seminars and working groups;
- taking on various other administrative assistance tasks.

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

Directorate for Human Resources and Finance (Directorate E) is responsible for the optimal implementation and development of the human and financial resources, including the control environment, of the European Committee of the Regions (CoR). It provides CoR members and the institution's general secretariat with high quality services while guaranteeing compliance with the regulatory framework: the Staff Regulations, the Conditions of Employment of Other Servants of the European Union (CEOS) and the Financial Regulation, as well as the rules flowing from these, and internal control standards. Directorate E works closely with all the CoR departments and at an interinstitutional level.

The Directorate for Human Resources and Finance comprises five specialised units:

- E.1 – Strategic use of Resources, Smart House
- E.1 – Annual Budget and Finance
- E.2 – Recruitment and Career
- E.3 – Working Conditions and talent management
- E.4 – Financial management

The post is placed under direct authority of the Director.

Over the last few years, we have deployed a digital working environment, designed paperless administrative workflows and undertaken numerous initiatives to modernise ways of working and administrative processes.

The main challenge for the future related to the post will be to provide relevant, timely and comprehensive support to the senior managers of the Directorate working both in the office and remotely, and to contribute to efficient management of the activities of the Directorate.

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

- You have the ability to coordinate several activities running in parallel involving different stakeholders in the CoR and outside.
- Previous experience in assisting a senior manager, coordinating large meetings / complex projects or human resources would be an asset.
- You have an excellent capacity to follow complex tasks with different deadlines, and to pay attention to detail without losing the global picture.
- You have excellent communication skills, a sense of cooperation and a service attitude.
- You are able to work independently, but also possess a strong ability to work well in a team.
- You have a strong sense of responsibility, and the ability to prioritise tasks.
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU official languages. For functional reasons, a very good knowledge of English or French is required and a good knowledge of the other language is desirable.
- Knowledge of Adonis and Teams apps is an asset.
- You have a very 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.
- 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 12/04/2023.

Please remember to read the appendix to this vacancy announcement 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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