



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AST1-AST7/59/22

Assistant in the Directorate for Legislative work 1

Directorate	Directorate for Legislative work 1
Unit	Commission for Citizenship, Governance, Institutional Affairs and External Relations (CIVEX)
Vacancy	AST1-AST7
Type of post	ASSISTANT
Date of publication	08/12/2022
Deadline:	09/01/2023 at noon (Brussels time GMT + 1)

Your job and responsibilities

Interested in being part of a dynamic and efficient team? Like variety in your daily tasks?

As an assistant in the Commission CIVEX in the European Committee of the Regions (CoR), you are responsible, along with the other assistants in the unit, for providing general administrative support to the work of the CIVEX Commission and for cooperating with administrators in their respective policy areas.

You autonomously coordinate the preparation and follow-up of official documents and correspondence, manage translation requests, and keep track of deadlines.

You also provide logistical organisation of various events and meetings (either in Brussels or in a hosting region) by following detailed CoR procedures in coordination with several CoR units, preparing documents and correspondence, and communicating with CoR Members, political group colleagues and external stakeholders.

You also provide administrative and logistical support for (onsite or remote) policy-related events and horizontal activities (studies, surveys, reports, consultations), in coordination with other units and external stakeholders.

You act as backup to the other assistants in the unit and carry out tasks as assigned by the Head of Unit.

Who are we?

The CIVEX commission Secretariat is one of the three policy units that make up the Directorate for Legislative Work 1. The main tasks of the directorate are to prepare the political messages of the institution by assisting members in drawing up the 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 European Union.

The CIVEX commission is comprised of the following three sectors:

- Constitutional affairs, responsible for topics such as 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.
- Neighbourhood East and Enlargement, responsible for the short- and long-term strategies and relations with Ukraine, and for shaping the local and regional dimension of the Enlargement and Eastern Partnership policies.
- Neighbourhood South, Turkey and decentralised cooperation for development, responsible for working together with sub-national authorities from the Euro-Mediterranean basin and Turkey to promote joint projects.

Are you the talent we are looking for?

- You possess previous experience in logistical and administrative support; you can organise your work very efficiently, you can prioritise when working under pressure, and you enjoy being part of a team.
- You have very good verbal and written skills, in particular for communicating with politicians and high-level stakeholders.
- You have a good command of standard IT applications and tools (Outlook, Excel, Word, Business Objects, SharePoint; etc.).
- Knowledge of the functioning of the European Union institutions would be an asset.
- 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 written and spoken English and a good knowledge of French is required. Knowledge of any other EU languages 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 09/01/2023.

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

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.
