



**European Committee
of the Regions**

Brussels, 11/04/2018

VACANCY NOTICE No COR/AD5-AD10/18/18

concerning a post of
ADMINISTRATOR (M/F)
in the Directorate for Legislative Work 1,
ENVE commission,
Environment, Climate Change and Energy

Publication under Article 29(1)(a) (b) and (c) of the Staff Regulations

1. **Vacancy:** AD5 – AD10
Type of post: ADMINISTRATOR
2. **Working environment:**

The ENVE commission (Commission for the Environment, Climate Change and Energy) is part of Directorate B (Legislative Work 1) of the Committee of the Regions (CoR).

The main role of Directorate B is to promote the effective involvement and contribution of CoR members in the EU decision-making process.

Directorate B prepares the institution's political messages by assisting members with their work on CoR opinions and facilitating the political process within the Bureau and plenary sessions.

Directorate B plays a key role in framing and implementing the CoR's institutional and political strategies. An important aspect of this work is following up on CoR opinions as well as boosting and monitoring their impact.

The ENVE commission secretariat's work is cross-cutting and its main objectives are as follows:

- organising the meetings and external activities of the ENVE commission;
- constantly developing its expertise to better assist CoR members in their work;
- helping to ensure good communication on the ENVE commission's activities;
- facilitating consultation between rapporteurs and stakeholders;
- maintaining and improving cooperation with existing networks, particularly with local and regional authorities and public institutions;
- contributing to activities in the area of follow-up to opinions and strategic and forward planning.

3. **Brief description of main responsibilities:**

The administrator must be able to work in the areas covered by the ENVE commission, particularly energy and climate change policies. As far as the latter is concerned, the administrator will have to deal with the mitigation and adaptation dimensions of climate change as well as with financing aspects.

<http://cor.europa.eu/en/activities/commissions/Pages/cor-commissions.aspx?comm=ENVE>

The official will be responsible for drawing up the CoR's draft opinions, covering all stages of the preparation process and following up on the opinions after they have been adopted during plenary sessions.

Furthermore, the selected candidate will organise ENVE commission meetings and seminars, conferences and working groups, both in and away from Brussels.

The ENVE secretariat's work also includes close interaction with a wide range of internal and external political and administrative partners.

4. **Duties:**

Analysis

- preparation of draft opinions, reports and working documents;
- drafting of policy analyses on the subject matter of CoR opinions for the attention of rapporteurs;
- notes in the policy areas covered by the ENVE commission;
- monitoring political developments in the areas covered by the ENVE commission and drawing up draft speeches and press releases;
- preparation of documents for the Bureau and plenary sessions and follow-up thereto;
- contributing to strategic planning (e.g. ENVE commission annual work programme, CoR political and thematic priorities);
- follow-up to opinions and monitoring their impact after adoption;

Coordination

- supporting the work of ENVE commission members and rapporteurs;
- providing internal expertise in the fields covered by the ENVE commission;
- taking part in meetings with other departments and the political groups related to the preparation of strategic planning documents;
- coordinating the work of the ENVE commission with other CoR departments;
- working with the other European institutions on related files;
- liaising with stakeholders such as regional offices, associations and NGOs in relevant policy areas;
- liaising with the CoR's strategic partners in the field of climate change (ICLEI, Climate Alliance, Council of European Municipalities and Regions);
- representing the CoR in ad hoc administrative working groups;

Organisation and administration

- organising working meetings and meetings of rapporteurs with the European Commission, the European Parliament, the Permanent Representations to the European Union, experts, political groups and other stakeholders;
- preparing for and follow-up to ENVE meetings in Brussels, including meetings with the political coordinators;
- preparing for and following up on external meetings and conferences/seminars of the ENVE commission, and conferences on specific subjects, working groups and delegations of the CoR to international conferences;
- leading the CoR's involvement in the UNFCCC Conferences of Parties (COPs) and other climate-related high-level conferences;
- organising meetings and hearings to support consultative work;

- taking part in interinstitutional groups, preparing contributions, training trainees, welcoming delegations and/or groups of visitors.

5. **Who can apply? (eligibility criteria)**

On the closing date for applications and without prejudice to the other provisions of Article 28 of the Staff Regulations, applicants for a permanent position within the Committee of the Regions must prove that they are an established official of the European Union or have passed an EPSO competition for officials in the appropriate grade.

6. **Qualifications and skills required:**

- knowledge of the climate change and energy policy areas covered by the ENVE commission;
- an academic qualification and professional experience of at least three years relating to the climate change and energy policy areas;
- familiarity with international climate change negotiations and the UNFCCC decision-making process;
- familiarity with the (Global) Covenant of Mayors initiative would be an advantage;
- proven ability to build and maintain professional relationships with politicians and a wide range of stakeholders would be an asset;
- very strong analytical capabilities, a quick learner with intellectual curiosity;
- very good team player, articulate and motivated;
- very good organisational and prioritisation skills, good eye for detail;
- thorough knowledge of an official language of the European Union and satisfactory knowledge of another official EU language. For functional reasons, a very good command of English or French is required.

7. **Applications:**

All applicants for this vacancy must complete in full the electronic application form available at:

<https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en>.

To be valid, the application must be complete and accompanied by an **up-to-date curriculum vitae, a covering letter** and all of the following supporting documents:

- for applicants submitting an application under Article 29(1)(a)(i) – **transfer** (open only to established officials of the Committee of the Regions): proof of current grade;
- for applicants submitting an application under Article 29(1)(a)(ii) – appointment in accordance with Article 45a (**certification**): proof of current grade, proof of successful completion of certification procedure (only for AD function group posts);
- for applicants submitting an application under Article 29(1)(a)(iii) – **promotion** (open only to established officials of the Committee of the Regions): proof of current grade, which must be immediately below the minimum grade in the range specified for this vacancy. The applicant must have occupied their current grade for at least two years on the closing date for this vacancy;
- for applicants submitting an application under Article 29(1)(b) – **inter-institutional transfer**: proof of current grade in the institution of origin;
- for **applicants who have passed an EPSO competition for officials**: EPSO competition number, candidate number and proof that the competition concerned was for the function group and grade specified in this vacancy notice.

8. **Closing date for applications: 14/05/2018 at midday (Brussels time)**

9. **Remarks:**

- The appointing authority will first consider applications submitted under Article 29(1)(a) of the Staff Regulations (transfer, appointment or promotion), then applications submitted under Article 29(1)(b) (inter-institutional transfer)¹ and finally applications from candidates who have passed an EPSO competition.
- The post will be filled as and when budget resources permit.

Only duly completed applications that meet the eligibility criteria specified in point 5 of this vacancy notice will be considered when establishing a list of suitable candidates who may be invited for interview. Applications that are incomplete or submitted after the deadline for applications will not be considered.

Please note that only those candidates selected for an interview by the requesting service will be contacted in person.

If you have not been contacted within six weeks following the closing date for this vacancy notice, please consider your application unsuccessful.

The personal data contained in applications will be processed in accordance with European data protection legislation.

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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 framed and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 350 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.

As an employer, the CoR applies a policy of equal opportunities, precluding any discrimination, and is also committed to protecting the environment.

The secretary-general

(signed)

Jiří Buriánek

¹ Article 29(1)(b) of the Staff Regulations offers officials the possibility of requesting a transfer to another institution or agency at any time during their career. However, candidates are reminded that, in the interests of the service, the transfer of newly recruited officials less than two years after they first take up their duties is only possible in exceptional cases and for properly substantiated reasons; each individual case has to be submitted for approval to the official's original institution or agency and to the institution or agency to which they wish to transfer.