



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD5-AD11/11/20

ADMINISTRATOR (M/F)

Directorate	Directorate for Legislative work 1, Directorate B
Unit	CIVEX
Vacancy	AD5-AD11
Type of post	Administrator
	Publication under Article 29 (1) (a), (b) and (c) of the Staff Regulations
Date of publication	09/07/2020
Deadline:	07/08/2020 at noon (Brussels time GMT + 1)

Your job and responsibilities

Interested in political and strategic developments in development cooperation between cities and regions? Do you like working with many different political and administrative stakeholders on both the local and European Union (EU) level?

As an Administrator in the CIVEX Commission secretariat, you are responsible for following up the areas of external relations including development cooperation. You are also encouraged to contribute to the Unit's broader competencies. You work in close interaction with other services and a wide range of internal and external stakeholders at political and administrative level.

You will act as desk officer in your policy area and thus support the CoR members. This includes the preparation of briefings, analytical notes, speeches and draft press releases. You will also work to develop cooperation with relevant stakeholder such as other institutions, regional offices, NGO's etc. You may also represent the European Committee of the Regions (CoR) in administrative working groups. Furthermore, you will prepare, organize and contribute to CIVEX Commission work, related meetings and hearings.

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

Our Unit, the CIVEX Commission (Commission for Citizenship, Governance, Institutional and External Affairs), has a staff of 20 persons and is part of the Directorate for Legislative Work 1. It consists of three sectors:

- Constitutional affairs, responsible for topics like Democracy, Devolution and Multi-level Governance; Subsidiarity and Proportionality; Better Law-making and Regional/Local Impact of EU legislation; Migration Policy, Asylum and Visas;
- Neighbourhood East and enlargement, responsible for shaping the local and regional dimension of the Enlargement and Eastern Partnership policies;
- Neighbourhood South, Turkey and development cooperation, responsible for working together with sub-national authorities from the Euro-Mediterranean basin and Turkey in order to promote joint projects;

The Forum "Cities and regions for development cooperation" (formerly: "Assises of Decentralised Cooperation") is co-organised by the CoR and the European Commission (EC) every other year since 2009, it is a unique space for dialogue among local and regional authorities from the EU and their counterparts from partner countries and EU institutions. Together with the EC, the CoR has managed to establish the Forum as a main international event on the topic of development cooperation at the level of European cities and regions. The CoR has initiated capacity-

building workshops in the Nicosia Initiative in cooperation with Libyan municipalities.. Against the backdrop of two competing centres of political power in Libya and of the absence of a functioning central governance system, the Nicosia initiative has facilitated the cooperation of cities and regions among the EU and their Libyan peers.

The next forum "Cities and Regions for Development Cooperation" is to be organised in 2021. This event requires a meticulous preparation involving a multitude of partners. At the same time, the Nicosia initiative, while awaiting funding confirmation, will enter a new phase in which it will be crucial to continue working on successful elements such as the training programme for Libyan municipalities and universities in order to deliver on the expectations raised. The experience of the Nicosia initiative could be used for establishing similar cooperation with other EU neighbourhood countries.

Are you the talent we are looking for?

- You have thorough knowledge of an official language of the EU and at least a satisfactory knowledge of another official language of the EU. For functional reasons, a very good knowledge of English and at least good knowledge of French is necessary; knowledge of Arabic would be considered as a strong asset;
- You have thorough knowledge of and experience in fields covered by the CIVEX commission, especially in international relations, development policy or related fields. Knowledge and experience working in cooperation with North Africa, in particular Libya, would be an asset;
- You are comfortable with dynamic policy processes and with highly structured administrative procedures;
- You have very strong analytical capabilities, quick learning and intellectual curiosity;
- You are a very good team player and have both diplomatic and communicative skills. You manage challenges and potential setbacks in a resilient way;
- You have very good organisation and prioritisation skills, with a good eye for detail;
- Experience in national/regional/local government is 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 07/08/2020.

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

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.
