



**European Committee
of the Regions**

Brussels, 14 January 2019

VACANCY NOTICE N° COR/AD5-AD11/2/19

concerning a post of

ADMINISTRATOR (M/F)

in the Directorate for Human Resources and Finance,
General Administration and Public Procurement Unit
Internal control, planning and reporting Sector

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

1. **Vacancy:** AD5 – AD11
Type of post: ADMINISTRATOR
2. **Working environment**

The General Administration and Public Procurement Unit is part of the Directorate for Human Resources and Finance (Directorate E) which is responsible for the optimal implementation and development of the human and financial resources, including the control environment, of the 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 (EU) and the Financial Regulation, as well as the rules flowing from these, and the internal control standards. Directorate E works closely with all the CoR departments concerned and at an interinstitutional level.

The Directorate consists of four units:

E1 – Budget and finance

E2 – Recruitment and career

E3 – Working conditions

E4 – General administration and public procurement.

The General Administration and Public Procurement Unit comprises around 17 staff members and is responsible for developing and implementing CoR's policy in the following areas: internal control, planning and reporting, missions, mobility, verification and public procurement.

As a result of an internal reorganisation under development, the unit shall be divided into four sectors:

- Financial verification
- Public procurement
- Internal control, planning and reporting
- Missions, mobility and spatial planning

The Internal control, planning and reporting sector shall have as a mission to develop, implement and monitor an adequate internal control environment for the institution's operations and will be entrusted with coordinating the holistic planning and reporting cycle at CoR.

3. **Brief description of main responsibilities**

The new colleague in the Internal control, planning and reporting (ICPR) service will assume the role of Head of sector and as such report directly to the Head of unit. S/he will be responsible for coordinating activities connected with the implementation of internal control standards and with management planning and reporting at CoR.

4. **Duties**

Under the supervision of the Head of unit, the main responsibilities of the Head of sector of the ICPR service include:

- Assuming the daily responsibility for planning, coordinating, implementing, managing and supervising the sector's work: identifying and monitoring the sector's objectives, ensuring proper and timely implementation of decisions and policies, ensuring quality control and checking that decisions and operations comply with official rules and procedures; dividing and coordinating the work between the team members and assuming proper follow up.
- Assuming the daily management and supervision of the team's assistant, fostering good internal communication and team spirit, motivating staff, stimulating a positive working environment and encouraging and monitoring performance.
- Providing support and advice to management with regard to staff development and performance of the team.
- Managing efficiently the ICPR sector in order to develop, implement and monitor an adequate internal control environment for the institution's operations, in close cooperation with all CoR departments involved. This includes, i.a.:
 - preparing meetings of the working group on internal control standards and follow up the measures/recommendations adopted;
 - preparing various documents on the control environment within the CoR;
 - designing and providing training courses on internal control standards;
 - managing the financial and administrative exceptions register;
 - managing the register of procedures;
 - drafting various standard-setting administrative texts;
 - following up and implementing related internal audit recommendations.

- Develop and implement a holistic approach to management planning and reporting at CoR (Strategic Management Plan, Annual Activity Report, etc.) and efficiently coordinate the related annual exercises in close cooperation with all CoR departments.
- Performing an efficient local access management to ensure that staff members have timely access to relevant applications (and ABAC in particular) in compliance with applicable rules and procedures.

In the light of evolving needs, also other relevant tasks and responsibilities within the remit of unit E4 may be assigned by the Head of Unit.

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, each applicant for a permanent position within the CoR must prove that he or she is an established official or a successful candidate in an EPSO competition for an appropriate grade.

6. **Qualifications and skills required**

- Good understanding of the activities, workings and political priorities of the CoR.
- Solid understanding of and preferably professional experience in matters related to internal control and/or planning/reporting.
- Knowledge of the Financial Regulation and its implementing rules.
- Aptitude to manage teams with ability to delegate, supervise, give and receive feedback and motivate colleagues.
- Good knowledge of the use of standard computer tools, and in particular EXCEL and WORD; in addition, knowledge of specific IT applications used in the EU institutions (in particular ABAC) would constitute an advantage.
- Thorough knowledge of one official language of the European Union (EU) and satisfactory knowledge of another official EU language. For functional reasons, knowledge of French or English is required. Knowledge of other EU languages would be an advantage.
- Albeit not required, a degree or similar qualification in the areas of law, accountancy, economics/statistics or public administration would constitute an asset.
- Requested abilities and competences;
 - Excellent planning, coordination and organising skills;
 - Good interpersonal skills and sense of diplomacy;
 - Good team spirit and ability to work autonomously;
 - Sound analytical, drafting and communication skills;
 - Sense of initiative, professionalism and service mindedness;
 - Precision, attention to detail and ability to maintain accuracy and speed under pressure;
 - Flexibility, adaptability and availability;
 - Integrity and discretion.

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 CV, a cover letter** and all of the following supporting documents:

- Applicants submitting an application under Article 29(1)(a)(i) – **transfer** (established officials of the CoR only): proof of current grade;
- 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 posts in the AD function group);
- Applicants submitting an application under Article 29(1)(a)(iii) – **promotion** (established officials of the CoR only): proof of current grade which must be immediately below the minimum range of grades defined for this vacancy. The applicant must have occupied his or her current grade for at least two years on the closing date for this vacancy;
- Applicants submitting an application under Article 29(1)(b) – **inter-institutional transfer**: proof of current grade in institution of origin;
- Applicants who have passed an EPSO competition for officials: number of EPSO competition, candidate number, proof of passing an EPSO competition for the function group and grade mentioned in this vacancy.

8. **Closing date for applications: 8 February 2019 at noon (Brussels time)**

9. **Comments:**

- 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) and finally applications from candidates who have passed an EPSO competition¹;
- The post will be filled according to budgetary availabilities.

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"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 his/her 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 he/she wishes to transfer."

Only duly completed applications that meet the eligibility criteria specified in point 5 of this vacancy notice will be taken into consideration in establishing a list of suitable candidates who may be invited for interview. No application that is incomplete or submitted after the deadline for applications will 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 deadline of the vacancy notice, please consider your application unsuccessful.

The personal data contained in applications shall be handled in accordance with European data protection legislation.

The Committee of the Regions (CoR) is the political assembly which allows the views of regional and local authorities to be heard when European Union (EU) policies are being devised and legislation drafted. It is an advisory body that 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