



**European Committee  
of the Regions**

Brussels, 04/07/2019

**VACANCY NOTICE No COR/AD5-AD11/35/19**

concerning a post of

**ADMINISTRATOR (M/F)**

in the Directorate for Human Resources and Finance

**Legal advisor**

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

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1. **Vacancy:** AD5 – AD11

**Type of post:** ADMINISTRATOR

2. **Working environment:**

Directorate E "Human Resources and Finance" 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 Regulations, 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.

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

The post is part of the horizontal team of the Directorate under direct supervision of the Director and the Deputy Director. The legal advisor is responsible, in cooperation with the legal service, when required, for providing legal analysis, advice and assistance to the various services of the Directorate, for drafting decisions, notes and procedures and for assisting the Directors with all legal aspects related to the activities of the Directorate. In addition, the official will ensure a regular follow-up of various interinstitutional working groups and instances and act as central contact point for all matters related to data protection within the Directorate.

#### 4. **Duties:**

Under the supervision of the Director and the Deputy Director, the main responsibilities of the legal advisor include:

- Providing legal advice on statutory issues (legal analysis, drafting memos, procedures, checking compliance) and produce opinions on the interpretation of statutory and regulatory provisions in cooperation with the Legal service, where appropriate;
- Drafting implementing provisions, internal decisions, notes, procedures, regarding the processes managed by the Directorate for Human resources and Finance, in particular in the area of human resources; preparing, assisting with and monitoring social dialogue on these matters if required;
- Monitoring and analysing rulings of the Court of Justice and Civil Service Tribunal relevant to the activities of the Directorate;
- Assisting with managing specific statutory procedures such as administrative inquires, disciplinary procedures etc.;
- Acting as central contact point with the Directorate for matters related to data protection, in direct cooperation with the institution's data protection officer;
- Participating in interinstitutional networks and working groups relating to the activities of the Directorate, ensuring relations with counterparts in other EU institutions, in particular in the European Economic and Social Committee (EESC).

#### 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, every applicant for a permanent position within the CoR must prove that he/she is an established EU official or a successful candidate in either an EPSO competition for officials or a CoR internal competition of an appropriate grade<sup>1</sup>.

#### 6. **Qualifications and skills required:**

- University diploma in law;
- Very good knowledge of the Staff regulations and related case law; good knowledge of relevant data protection law;
- Very good understanding of the functioning of the European institutions;
- Excellent drafting skills;
- Excellent analytical and communication skills and strong attention to detail;
- Excellent interpersonal skills and diplomacy; ability to work both in a team and independently;
- Strong resilience and ability to remain effective during heavy workload and when faced with short deadlines;
- Strong sense of initiative, professionalism and service orientation;
- Integrity and sense of discretion;

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<sup>1</sup>

Candidates on EPSO reserve lists which are not available to the CoR will not be considered.

- Thorough knowledge of an official language of the EU and satisfactory knowledge of another official language of the European Union. For functional reasons, knowledge of French and English is required. Knowledge of other EU languages would be an advantage;

## 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 CoR): 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 CoR): 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 or an internal CoR competition**: EPSO/CoR competition number, candidate number and proof that the competition concerned was for the function group and grade mentioned in this vacancy notice.

## 8. Closing date for applications: 20/08/2019 at midday (Brussels time)

## 9. Comments

- The appointing authority will first consider applications submitted under Article 29(1)(a) of the Staff Regulations, then applications submitted under Article 29(1)(b) (inter-institutional transfer) and finally applications from candidates who have passed an EPSO competition<sup>2</sup> and/or internal competition; by derogation from paragraph (1)(a) of Article 29 of the Staff Regulations, laureates of internal competitions published under Article 29(3) of the Staff Regulations will be considered in parallel with transfers of officials within the institution.
- The post will be filled as and when budget resources permit.

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<sup>2</sup>

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 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. 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 the six weeks following the closing date in this vacancy notice, please consider your application unsuccessful.**

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

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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 policies are being devised 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