



**European Committee
of the Regions**

Brussels, 29/08/2019

VACANCY NOTICE No COR/AD5-AD11/39/19
concerning a post of
ADMINISTRATOR (M/F)
in the Directorate for Legislative Work 1
ENVE Commission
Commission for the Environment, Climate Change and Energy

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

1. **Grades of publication:** AD5 – AD11

Type of post: ADMINISTRATOR

2. **Working environment:**

The ENVE Commission remits cover environment, climate change, energy and the EU space policies. The Commission also coordinates activities related to the Covenant of Mayors, an initiative involving local and regional authorities in the fight for better climate and energy policies.

The ENVE Commission is part of Directorate B (Legislative Works 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. Within its remits, Directorate B prepares the institution's political messages by assisting members in their work on CoR opinions and facilitating the political process within the Bureau and plenary sessions. Directorate B plays a decisive role in framing and implementing the CoR's institutional and political strategies. An important aspect of this work entails ensuring follow-up to CoR opinions as well as boosting and monitoring their impact.

The work of the ENVE Commission secretariat is also cross-cutting in nature and has the following main objectives:

- organising the meetings and external activities of the ENVE Commission;
- constantly developing its expertise to better assist the CoR members in their work;
- helping to ensure good communication of the ENVE Commission's activities;
- facilitating consultation between rapporteurs and stakeholders;
- maintaining and improving cooperation with existing networks, in particular 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:**

Under the direct supervision of the head of unit and in constant dialogue with the other members of the team, the selected person will be in charge of working in the field of the environment, in particular the Sustainable Development Goals, Environmental Impact Assessment/Strategic Environmental Assessment, LIFE, Soil, Water and Chemicals.

<https://cor.europa.eu/en/our-work/Pages/enve.aspx>

The official will be responsible for drawing up the draft opinions of the CoR, will cover all stages of the preparation thereof and will also ensure follow-up to the opinions after their adoption in 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;
- drafting notes in the policy areas covered by the ENVE Commission;
- monitoring of political developments in the areas covered by the ENVE Commission and drawing-up of 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 of 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 departments of the CoR;
- working together with the other European institutions on related dossiers;
- liaising with stakeholders such as regional offices, associations and NGOs in relevant policy areas;
- 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 (PermRep), experts, political groups and other stakeholders;
- preparing for and follow-up of ENVE meetings in Brussels, including meetings with the political coordinators;
- preparing for and follow-up of external meetings and conferences/seminars of the ENVE commission, and conferences on specific subjects, working groups and delegations of the CoR to international 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, each applicant to a permanent position within the CoR must prove that he/she is an established official of the European Union or a successful candidate in either an EPSO competition for officials or a CoR internal competition of an appropriate grade¹.

6. **Qualifications and skills required:**

- expertise in EU environment policy and its implementation, in particular in the circular economy, resource efficiency, waste management, air and noise pollution, sustainable cities and environment related to Sustainable Development Goals;
- a qualification and professional experience relating to this area would be an advantage;
- excellent analytical skills, a quick learner with intellectual curiosity;
- very good team player, communicative 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 language of the European Union. For functional reasons, a very good knowledge of English is required and a good knowledge of French would be an asset.

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;

¹

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

- 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 or a CoR internal competition**: number of EPSO/CoR competition, candidate number, proof of passing an EPSO/CoR competition for the function group and grade mentioned in this vacancy.

8. **Closing date for applications: 26/09/2019 at noon (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)² and finally applications from candidates who have passed an EPSO competition 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 according to budgetary availabilities.

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 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.

² 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.

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 *ad interim*

(signed)

Pedro CERVILLA