



**European Committee  
of the Regions**

Brussels, 23 November 2018

**VACANCY NOTICE N° COR/AD5-AD11/41/18**

concerning a post of

**ADMINISTRATOR (M/F)**

in the Directorate for Human Resources and Finance,

General Administration and Public Procurement Unit

**Public Procurement Sector**

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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**

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.

The unit comprises four sectors:

- Financial verification
- Internal control
- Planning, reporting and missions
- Public procurement

The Public Procurement Sector (PPS) has as a mission to organise efficient public procurement procedures. The PPS is entrusted with the coordination of the procedural and administrative aspects of public procurement procedures initiated by the operational services of the CoR.

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

The new colleague in the PPS will assume the role of Head of Sector and as such will report directly to the Head of Unit. S/he will be responsible for providing assistance to client services and authorising officers in the domain of procedures leading to the award of contracts.

### 4. **Duties**

Under the supervision of the Head of Unit, the main responsibilities of the Head of Sector 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 (consisting of 2 assistants) with particular focus on the day-to-day running of the sector and its staff, fostering good internal communication and team spirit, motivating staff, stimulating a positive working environment and guaranteeing an optimal performance level;
- Providing support and advice to Management with regard to staff development and performance of the team;
- Managing the PPS efficiently in order to ensure, in close cooperation with the operational initiating services and responsible Authorising Officers, that the public procurement procedures launched by CoR services comply with the Financial Regulation and other applicable internal rules and procedures;
- Establishing and regularly updating the annual procurement planning, based on the needs signalled by the operational services;
- Preparing and managing the procedural and administrative aspects of public procurement procedures, including the preparation of all relevant procurement documentation, on the

basis of tender specifications, selection criteria and award criteria provided by the operational initiating services;

- Assuring the secretariat of the opening and evaluation committees;
- Acting as contact point with candidates throughout the procurement process until the contract has been signed by both parties;
- Providing support to the Authorising Officers during the implementation phase of the contract in cases such as amendments to the contract, application of penalties and termination of the contract;
- Providing procedural advice on public procurement and contract implementation to managers and CoR staff, when appropriate, in order to ensure that the CoR acts in the framework of its regulatory obligations;
- Providing support by updating templates, guidelines, checklists, procurement policy and procedures and any other documents related to the procurement cycle;
- Following-up on the development of EU legislation in the area of procurement;

In the light of the evolving needs of the service, the Head of Unit may enlarge the set of tasks and responsibilities.

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**

- Solid knowledge of rules and procedures in place regarding EU public procurement and a confirmed relevant professional experience in the area (drafting contracts, launching tender procedures, etc.);
- Good knowledge of the Financial Regulation and of the provisions concerning tender procedures and contracts in particular;
- Aptitude to manage teams with ability to delegate, supervise, give and receive feedback and motivate colleagues;
- Understanding of the activities, works and political priorities of the CoR;
- Good knowledge of standard computer tools, in particular Excel and Word programmes;

- Thorough knowledge of one official EU language and satisfactory knowledge of another official EU language. For functional reasons, a thorough knowledge of French or English is required. Knowledge of other official EU languages would be an asset;
- A degree or similar qualification in the areas of law, accountancy, economics/statistics or public administration would be an asset;

Abilities and competences searched:

- 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: 11 January 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 competition<sup>1</sup>;
- 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.

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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 (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

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<sup>1</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 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."