



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD5-AD11/8/20

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	15/05/2020
Deadline:	03/06/2020 at noon (Brussels time GMT + 1)

Your job and responsibilities

Interested in political and strategic developments specifically regarding EU migration and subsidiarity policy? Do you like working with many and varied political and administrative stakeholders on both a local and an EU level?

As an Administrator in the CONST sector of the CIVEX Commission secretariat, you are responsible for following up CIVEX activities related to migration, subsidiarity and the Future of Europe, policy areas at the core of strategic debates within the CoR. Occasionally you are expected to work across the Unit's varied competencies. You interact closely with a wide range of internal and external stakeholders at political and administrative levels, as well as with other CoR services such as the cabinets of the President and the Secretary General, the registry, the Events Unit etc. You follow-up and analyse political developments in your policy areas as well as support the CoR consultative work. This will help you prepare briefings, analytical notes, speeches and press releases.

As an Administrator, you support the work of CIVEX Commission members and rapporteurs and provide in house expertise on your policy areas, while cooperating and liaising with relevant stakeholder such as other institutions, regional offices, NGO's etc. You also represent the CoR in topical administrative working groups.

You also contribute to the organisation and preparation of CIVEX Commission meetings and related meetings and hearings, thus ensuring the proper functioning of the Commission's secretariat with the rest of the team.

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 21 persons and is part of the Directorate for Legislative Works 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 decentralised cooperation for development, responsible for working together with sub-national authorities from the Euro-Mediterranean basin and Turkey in order to promote joint projects.

One of our main achievements is the launch of a network of "Cities and Regions for integration" in April 2019 in order to respond to the interest among CoR members, intending to provide support to LRAs for successful short- and long-term integration of migrant and refugees. We also promote and implement the concept of active subsidiarity, multi-level governance and better law making within the CoR as well as the EU institutional framework.

Our challenges ahead are the organisation of the 10th Subsidiarity Conference in one of the EU member states, retaining the role in promoting and implementing active subsidiarity throughout 2020, working to mainstream constructive subsidiarity assessment and improve the functionality of the CoR's subsidiarity monitoring platforms. We also want to increase the involvement in platforms and networks relating to integration of migrants, relevant to local and regional authorities, in particular, the Urban Partnership for inclusion of migrants and refugees, the European Migration Network and the European Integration Network.

Are you the talent we are looking for?

- You have thorough knowledge of an official language of the European Union and at least a satisfactory knowledge of another official language of the European Union. For functional reasons, a very good knowledge of English and at least good knowledge of French is necessary; knowledge of German would be considered as an asset.
- You have thorough knowledge of and experience in fields covered by the CIVEX commission, especially the constitutional aspects of European law and migration issues 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, communicative and client-oriented person, resilience.
- You have very good organisation and prioritisation skills, good eye for detail.
- A legal background and experience in national/regional/local government or in the private sector, is a strong 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 03/06/2020.

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

The Secretary-General

(signed)

Petr Blížkovský

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 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.
