



**European Committee  
of the Regions**

Brussels, 15/05/2018

**VACANCY NOTICE No COR/AD5-AD8/19/18**  
concerning a post of  
**ADMINISTRATOR (M/F)**  
in the Directorate for Legislative Work 1,  
**CIVEX Commission**

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

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1. **Vacancy:** AD5 – AD8  
**Type of post:** ADMINISTRATOR
  
2. **Working environment:**

The CIVEX Commission (Commission for Citizenship, Governance, Institutional and External Affairs) is part of the Directorate for Legislative work 1 of the Committee of the Regions (CoR).

The Directorate for Legislative Work 1 is responsible for three of the six thematic CoR commissions. Within its remit, the Directorate for Legislative Work 1 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. In addition, it organises commission meetings and external events. The main mission of the Directorate is to promote the effective involvement and contribution of the CoR in the EU decision-making process.

With responsibility for managing the institution's core business, the Directorate plays a decisive role in framing and implementing the CoR's institutional and political strategies. An important aspect of this work entails ensuring the follow-up of CoR opinions as well as boosting and monitoring their impact.

Within the general secretariat of the CoR, the CIVEX Commission's secretariat is the unit responsible for managing the CoR's activities related to institutional and home affairs and external relations.

The CONST sector within the CIVEX Commission deals with justice and home affairs, subsidiarity, fundamental rights and freedoms, better regulation, citizenship and broader institutional issues such as governance and the future of Europe.

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

The key responsibilities of our new colleague will be monitoring subsidiarity and proportionality, REFIT (the European Commission's Regulatory Fitness and Performance programme), Future of Europe as well as the constitutional aspects of European law related to the local and regional governance level and representation. S/he will therefore manage the subsidiarity monitoring network<sup>1</sup> together with other colleagues of the subsidiarity team and work on concepts for a strengthening of this network within the European and inter-institutional context.

S/he will be asked to provide analytical and organisational support to CIVEX Commission members who take up rapporteurship for opinions related to the above mentioned policy fields. The CONST sector within the CIVEX Commission also deals with justice and home affairs, fundamental rights and freedoms, better regulation, citizenship and broader institutional issues such as governance and devolution.

All colleagues in the secretariat are expected to work as well occasionally across the unit's competences.

4. **Duties:**

The work in a Commission secretariat entails close interaction with a wide range of internal and external stakeholders at political and administrative levels as well as with other CoR services such as the registry, the cabinets of the President and the Secretary-General, the translation department, the Events unit and other parts of the administration.

*Analysis*

- prepare briefings and analytical notes on the policy areas that are covered within the CIVEX Commission remit, with a specific focus on subsidiarity, proportionality, REFIT and Future of Europe;
- draft speeches and check press releases;
- research and make use of academic sources to support the CoR consultative work;
- follow the political development of her/his policy areas.

*Coordination*

- support the work of CIVEX Commission members and rapporteurs;
- provide in-house expertise in the areas subsidiarity, REFIT, Future of Europe and proportionality monitoring;
- coordinate the work of the CIVEX Commission with other services of the CoR;
- cooperate with other EU institutions on related files;
- liaise with relevant stakeholders such as regional offices, parliaments, associations and NGOs in relevant policy areas;
- represent the CoR in topical administrative working groups.

*Organisation and administration*

- support the proper functioning of the Commission's secretariat within the CIVEX team;
- organise meetings and hearings in support of the consultative work;
- prepare CIVEX Commission meetings and topical events.

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<sup>1</sup> <http://cor.europa.eu/en/activities/networks/Pages/subsidiarity-monitoring-network.aspx>

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:**

- thorough knowledge of an official language of the European Union and a satisfactory knowledge of another official language of the European Union. For functional reasons, a very good knowledge of French or English is required; German is an asset;
- knowledge of and experience in fields covered by the CIVEX Commission, especially the constitutional aspects of European law, would be an asset;
- comfortable with dynamic policy processes and with highly structured administrative procedures;
- very strong analytical capabilities, quick learning and intellectual curiosity;
- very good team player, communicative and client-oriented person, resilience;
- very good organisation and prioritisation skills, good eye for detail;
- experiences in national/regional/local government or in the private sector are assets.

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 Committee of the Regions 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 Committee of the Regions 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:**                      **12/06/2018 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>2</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 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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"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."