



**European Committee
of the Regions**

Brussels, 15 May 2018

VACANCY NOTICE No COR/AD5-AD9/21/18

concerning a post of
ADMINISTRATOR (M/F)
in the Directorate for Logistics
Infrastructure Unit
Finance and purchasing sector

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

1. **Vacancy:** **AD 5 – AD 9**

Type of post: **ADMINISTRATOR**

2. **Working environment:**

The Directorate for Logistics (DL) has as mission to provide specific services (Infrastructure, printing of documents, Information Technology, security, catering, EMAS and public procurement related to the areas of activities of the Directorate) to the Committee of the Regions (CoR) and the European Economic and Social Committee (EESC), their Members and their administrations as set out in the cooperation agreement between the two Committees. The provision of these services is based on the principles of quality, balanced response to the needs of both Committees, adaptability of the operation in order to be able to respond to new developments in the Committees' needs, and optimisation of efficiency in the use of human and financial resources in an environmentally friendly way.

A. Who we are:

The Infrastructures unit is part of the Directorate for Logistics.

With some 33 staff members, our work is organized in four sectors:

- Space management and building projects
- Maintenance and technical projects
- Finance and purchasing
- EMAS and Restaurant service

The Head of the Finance and purchasing sector leads 8 staff members and manages an annual budget of about €30 million.

B. What we offer:

- A friendly, dynamic working environment where team spirit, flexibility and a sense of initiative are highly valued;
- A many-faceted and varied work with numerous internal and external contacts;
- An opportunity to work in a unit in daily contact with colleagues from both Committees;
- Flexible working hours;
- A wide range of internal and inter-institutional training courses,

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

The Head of sector is responsible for planning, coordinating and supervising the sector's work under the supervision of the Head of unit. It consists of the management of financial resources, preparation and follow-up of budget execution, planning of calls for tenders.

4. **Duties:**

The Head of sector is responsible for planning, coordinating and supervising the sector's work:

INTER-SECTOR COORDINATION and CONSULTATION:

- Development, coordination and monitoring of the Finance and purchasing sector;
- Operational and financial management of the Finance and purchasing sector;
- Coordination and management of the human resources assigned to the sector;
- Assist the Head of Unit with managing and planning the work of the sector: draft the service's objectives, monitor and report on the progress made towards reaching the objectives;
- Establish and improve processes and procedures relating to the sector. Monitor their application to ensure that errors and irregularities are prevented, detected and corrected;
- Distribute tasks within the team and review the assistants' work, ensuring the quality of work and compliance with applicable regulations and provisions (particularly financial procedures);
- Coordination, consultation and communication on areas relating to the sector's responsibilities, within the unit and across the institution (notably communication on the intranet site);
- Contribute to the definition of the unit's strategic objectives and its operational work program.

FINANCIAL MANAGEMENT:

- For budget lines for which s/he is appointed Financial Initiating Agent, initiate financial files for the purposes of validating budgetary and legal commitments, payments, estimates of amounts receivable and recovery orders in compliance with the Financial Regulation, its Rules of Application, the Internal Rules for the implementation of the budget and all other applicable rules and procedures, in order to ensure the legality and regularity of operations;

- Monitor budget planning and execution (commitment and payment consumption) in cooperation with the operational service(s);
- Assist colleagues and contractors in correctly applying financial procedures, including coaching and/or training;
- Report any issue relating to non-compliance with rules or procedures to the Authorising Officer by Sub-delegation and prepare financial exception reports, where necessary;
- Prepare Calls for Tenders in cooperation with the responsible unit(s) and the Operational Initiating Agents, in particular with regard to the financial aspects. Analyse the financial aspects of tender documents (including the financial viability of candidates) as part of the public procurement procedure. Participate in opening and evaluation committees and ensure that contracts are registered in the designated register;
- Handle the financial aspects of contract management, in particular the monitoring of contract consumption. Ensure that all financial files and contracts are archived.

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 one of the language of the European Union (EU) and a satisfactory knowledge of another official language of the EU. For functional reasons, a good knowledge of French is required. Knowledge of English and of other official languages of the EU is desirable;
- Good knowledge and/or experience in the financial and/or budgetary domains;
- Knowledge of the Financial Regulation and its rules and procedures;
- Experience in team management;
- Ability to prioritise and handle complex files;
- Ability to work independently;
- Excellent organizational, analytical and communication skills;
- Sense of responsibility;
- Strong interpersonal relationship skills.

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 Committee of the Regions): 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 Committee of the Regions): proof of current grade, which must be immediately below the minimum grade in the range specified 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;
- 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**: EPSO 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: 1 June 2018 at midday (Brussels time)**

9. **Remarks:**

- 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 competition¹.
- The post will be filled as and when budget resources permit.

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 shall be handled in accordance with European data protection legislation.

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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 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.

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