

Brussels, 4th November 2021

**Recruitment Notice N° COR/AD6/22/21/PES
concerning a Political Advisor (Administrator) position (M/F)
Temporary staff member, grade AD6
for the Group of the Party of European Socialists (PES Group)
in the European Committee of the Regions**

I. INTRODUCTION

The Authority empowered to conclude contracts of employment, in agreement with the President of the **Group of the Party of European Socialists (PES Group) in the European Committee of the Regions (CoR)**, has decided to open a selection procedure for the purpose of recruiting a **temporary staff member as Political Advisor (Administrator)** pursuant to Article 2(c) of the Conditions of Employment of Other Servants of the European Union (CEOS) and Decision n° 31/2018 of the Secretary General of the CoR related to the recruitment of temporary staff.

About the PES Group

The Group of the Party of European Socialists in the CoR brings together social democratic and progressive locally and regionally elected politicians from across the European Union (EU). The Group aims to promote a progressive European vision with solidarity and social and territorial cohesion at its core. The PES Group works to achieve its priorities in the CoR's thematic commissions, covering a broad range of policy areas relevant to local and regional authorities. These commissions produce political recommendations on proposed EU strategies and legislation, as well as on issues identified by the CoR as being of key importance to Europe's cities and regions.

The PES Group organises events and citizens' debates in cities and regions across Europe, bringing policymakers and citizens together, encouraging debate and driving political action on some of the most important issues facing Europe's citizens. The PES Group works in close cooperation with its sister group in the European Parliament (EP), the S&D Group, and as a full member organisation of the Party of European Socialists, it actively contributes to raising awareness of the local and regional dimension of PES initiatives and priorities.

The PES Group is currently assisted by a secretariat of 12 people. The secretariat assists the Group's president and members and carries out in-depth work ahead of CoR's commission meetings, plenary sessions and related activities. Moreover, the secretariat liaises with its counterparts in the EP and the Party of European Socialists to ensure smooth cooperation with the European socialist network.

Place of employment: Brussels
Post: Temporary staff member
Grade: AD6

Indicative timetable for the selection procedure:

Closing date for applications: **25 November 2021 at noon (Brussels time, GMT+1)**
Assessment of eligibility: December 2021
Written test: January 2022
Oral test: March 2022
Entry into service: May 2022

This timetable is indicative and might be adjusted including in relation to the COVID-19 health situation.

II. NATURE OF THE DUTIES AND PROFILE

The successful candidate will be responsible, under the authority of the Group's president and Secretary-General, for the **political preparation of the meetings of the CoR commission meetings, plenary sessions and other political initiatives and for maintaining inter-institutional relations and relations within the PES political network.**

The position requires relevant political experience and competences as a political advisor, and must be carried out in alignment with the political priorities and objectives of the CoR and the PES Group.

The main duties of the political advisor are to:

- prepare briefings for the PES Group political coordinators;
- provide support to PES rapporteurs and shadow-rapporteurs for the drafting of their opinions, for the formulation of amendments and for political negotiations;
- prepare voting lists and be responsible for negotiations with the other political groups' secretariats and at administrative level;
- facilitate bilateral communication with the relevant counterparts in the EP;
- follow the relevant networks and bodies within the PES political family;
- contribute to organising events on issues of political importance for the PES Group;
- help draft media briefing notes, press releases, material for communication campaigns, and content for the web and for social media networks;
- support the president and other CoR political leaders in the PES Group by drafting briefing notes and speeches.

III. ELIGIBILITY

The selection procedure is open to candidates who meet the following conditions on the closing date for applications:

A. General conditions

Under Article 12(2)(a) of the CEOS, each candidate must:

- be a national of a Member State of the EU;
- have fulfilled any obligations concerning statutory military service;
- have produced the necessary character references for performance of the duties concerned (the successful candidate will be required to provide an extract from his/her police records or equivalent document before recruitment);
- be physically fit to perform the duties associated with the post (the successful candidate will be required to be examined by the CoR Medical Officer before recruitment).

B. Specific conditions

1. Diplomas and professional experience:

- have completed a university education of at least three years attested by a diploma, preferably in political science, international relations or EU studies;
- have a minimum of a **3-year professional experience** as main field of activity as **political advisor** in an EU environment of a political nature in line with the objectives of the PES European family.

2. Knowledge and experience:

- Excellent written and oral communication skills;
- Excellent negotiation and networking skills;
- Experience in the management of multiple projects simultaneously.

In addition, the ideal candidate will have:

- a good knowledge of the EU institutions and how EU policies relate to local and regional authorities;
- experience of the organisation, activities and objectives of the PES European family and commitment to the PES Group's values;
- a strong team-player attitude;
- good adaptability to a fast-paced environment;
- a hands-on attitude;
- very good organisational skills and the ability to meet deadlines;

- a sense of responsibility and capacity to work under pressure;
- experience working with local and regional authorities;
- experience working in a multicultural and multilingual environment.

3. Language skills:

A thorough knowledge of an official language of the EU and at least a satisfactory knowledge of another official language of the Union is required. For functional reasons, a very good knowledge of English is required. Candidates having English as their mother tongue will be required to sit the written tests in French.¹

4. IT skills:

Very good knowledge of current office software and internet applications such as Word, Excel, Outlook, PowerPoint, but also of most common communication platforms and online events tools is required.

IV. SELECTION PROCEDURE

The selection procedure is based on **qualifications and tests (written and oral)**.

All correspondence with the applicants will take place by email. Applicants are responsible for informing the CoR's HR department in writing of any changes to their email address. The CoR's HR department cannot be held responsible for the non-delivery of emails.

A. Eligibility

The CoR's HR department will draw up a list of all the applications received and submit it to the selection panel.

Applicants who:

- do not meet the general conditions for admission and the specific conditions regarding diplomas and professional experience (set out under Section III "Eligibility", points A and B.1),
- submit their applications after the closing date of **25 November 2021 at noon (Brussels time)**,
- do not submit all the documents as required in Appendix 1,

¹ In view of the nature of the duties to be carried out, this requirement is necessary in order to strike a balance between the need to ensure the recruitment of staff members possessing the highest levels of competence, performance and integrity, and the interests of the service, which requires the candidates to be immediately operational and capable of communicating effectively within the institution as part of their daily work in one of the languages most used as an internal lingua franca by the officials and staff of the EU. Candidates having English as their mother tongue will be required to sit the tests in French, as this is the second most used language in the CoR work environment.

will be excluded by the selection panel from the selection procedure by the selection panel and be informed thereof by the HR department by e-mail.

The respect of the eligibility criteria set out in Section III will be checked solely on the basis of the information provided in the supporting documents. Information only provided in the CV or in the cover letter without being backed by supporting documents will not be taken into account.

B. Pre-selection procedure based on qualifications

From among the applicants meeting the conditions for admission specified in point A, the selection panel will select those who have the best qualifications and the most relevant professional experience with regard to the criteria described in Section II of the recruitment notice "Nature of the duties and profile".

The selection panel will carry out this selection based on the applicants' motivation letters and CVs backed up by supporting documents and by using a pre-established evaluation grid based on the specific conditions set out in Section III B, points 2, 3 and 4.

Only a maximum of 20 candidates - those with the best scores - will be shortlisted and invited to sit the written tests.

The CoR's HR department will inform applicants who have not been pre-selected by the selection panel by e-mail.

C. Invitation to the tests

The CoR's HR department will invite the pre-selected applicants to sit the written tests by email.

Please note that the selection panel may disqualify any applicant if, at any stage of the selection procedure, it finds that:

- s/he does not meet one or more of the general conditions governing admission to the selection procedure; or
- the claims made in her/his application are not substantiated by appropriate supporting documents or prove to be inaccurate.

The CoR's HR department will inform the applicant in question thereof by e-mail.

V. TESTS

A. Written tests

The written tests will be provided in English. Candidates having English, as their mother tongue will be required to sit all the tests in French (see Section III B point 3).

The written tests will take the form of a multiple-choice questionnaire, an editorial test and a case study exercise.

The arrangements for the written tests might be adjusted according to the COVID-19 health situation.

Test 1

Test 1 will be a multiple-choice questionnaire to evaluate the applicants' knowledge of EU policies and politics. The multiple-choice questionnaire will be on paper.

Duration of the test: 40 minutes

Marking: 0 to 20 marks

Minimum pass mark: 10 marks

Test 2

The editorial written test will be carried out to evaluate the applicants' communications skills, political sensitivity and knowledge of EU policies. The editorial written test will be computer-based.

Duration of the test: 60 minutes

Marking: 0 to 20 marks

Minimum pass mark: 10 marks

Test 3

The case study exercise will be carried out to evaluate the applicants' knowledge of EU policies, negotiation skills and political sensitivity. The case study exercise will be computer-based.

Duration of the tests: 60 minutes

Marking: 0 to 20 marks

Minimum pass mark: 10 marks

At least two assessors will correct tests 2 and 3 in an anonymously way based on a pre-established evaluation grid pursuant to the requirements as set out under Section II "Nature of duties and profile". An average mark will be awarded to each applicant based on the marks received from the assessors designated among or by the selection panel for each test.

Only applicants who have achieved a pass mark in each of the written tests (10/20) will be considered for the oral test. All candidates with scores below the pass mark in at least one test will be eliminated.

Only the best five applicants will be invited to the oral test.

The CoR's HR department will inform applicants whether they are invited to the oral test.

B. Oral test

The oral test will take the form of a structured interview to assess the applicant's motivation, his/her competencies, knowledge and suitability to perform the tasks listed in Section II "Nature of duties and profile" as part of the PES Group's secretariat.

The interview will be held primarily in English. Other language skills declared by applicants in the application form might also be checked during the interview by the selection panel and can be an asset.

Duration of the test: 40 minutes

Marking: 0 to 40 marks

Minimum pass mark: 20 marks

The selection panel will evaluate the applicants based on a pre-established evaluation grid pursuant to the requirements as set out under Section II "Nature of duties and profile".

Applicants who achieved the pass mark (20/40) will be ranked by decreasing order of merit. All candidates with scores below the pass mark will be eliminated. All candidates invited to the oral test will be informed of the result of the selection procedure. As there is only one post available, only one candidate will be recruited at the end of the selection process. All other candidates will receive a negative response.

A reserve list in view of future recruitment will be established and will be used in case the need for the recruitment of an identical profile arise. The reserve list will be valid for one year after the publication of the list, with a possibility of extension based on service needs.

VI. RECRUITMENT PROCEDURE

The recruitment will be done at grade AD6 pursuant to the provisions of Article 2(c) of the CEOS. This open-ended contract includes a mandatory nine-month probationary period.

VII. SELECTION PANEL

The selection panel, appointed by the Authority empowered to conclude contracts, will be chaired by a representative of the PES Group presidency and will consist of two representatives of the PES Group secretariat, one representative of the Staff Committee and one representative of the Directorate

for Human Resources and Finance. An observer might be invited to assist the panel during the oral test.

The work of the selection panel is secret and is governed by this recruitment notice. The selection panel will examine the applications based on pre-established evaluation grids and will give a reasoned decision for the results. An equal treatment of the applicants is ensured at each level of the procedure.

Under no circumstances should applicants approach the selection panel, either directly or indirectly, concerning this recruitment procedure. The panel reserves the right to disqualify any applicant who disregards this instruction.

VIII. APPLICATION

Applicants must send their completed application consisting of the documents listed in Appendix 1 to the following e-mail address with the reference: **Recruitment notice n° COR/AD6/22/21/PES** by the deadline.

recruitment@cor.europa.eu

Closing date for applications: 25 November 2021 at noon (Brussels time, GMT+1)

The date and time of dispatch of the e-mail will be taken to be the date and time of submission of the application.

Applications must be e-mailed in pdf format. Scanned documents must be legible. It is requested that the supporting documents be scanned in a separate file as explained in Appendix 1.

Applications sent by registered or ordinary post will not be considered. The same applies to applications sent by internal mail. The CoR's HR department will not accept applications that are submitted in person.

Please note that respect of the eligibility criteria set out in Section III will be checked solely on the basis of the information provided in the supporting documents. Information only provided in the CV or in the cover letter without being backed by supporting documents will not be taken into account.

Applicants are kindly asked not to telephone to inquire about the timetable for the procedure.

It is the responsibility of applicants to contact the CoR's HR department if they do not receive an automatic acknowledgment of receipt of their application after submitting their completed application form.

Applications must be submitted in English or French.

Candidates whose diplomas or employment-related documents are in a language that is not an official language of the EU should enclose a (non-official) translation.

IX. OTHER POINTS

The provisions concerning requests or a review of the selection panel's decision, appeals and complaints to the European Ombudsman, equal opportunities, access to documents and protection of personal data are explained in detail in Appendix 3.

Each applicant is required to read Appendix 3 and include a signed and dated copy of it in the application.

CoR Secretary General

(signed)

Petr Blížkovský

APPENDIX 1

LIST OF DOCUMENTS TO BE SUPPLIED WITH THE APPLICATION

First PDF scanned file, in the following order of documents (MAX 5MB):

- Application form with formal declaration (Appendix 2), signed and dated
- Letter of motivation, written in English or French, of maximum 2 pages
- An up-to-date CV (in Europass format see: <http://europass.cedefop.europa.eu>), written in English or French
- Appendix 3 "Requests for review – appeals – complaints to the European Ombudsman – equal opportunities – access to documents – protection of personal data", signed and dated to acknowledge receipt.
- Copy of passport or national identity card

Second PDF scanned file):

- Copies of supporting documents relating to the university education
- Copies of supporting documents relating to the professional experience having as main field of activity in the political preparation and coordination in an environment of political nature

PLEASE DO NOT PROVIDE MORE DIPLOMAS OR PROFESSIONAL CERTIFICATES THAN REQUIRED AT THIS STAGE OF THE PROCEDURE AND BE AWARE OF THE FACT THAT ALL E-MAILS OF MORE THAN 10MB MIGHT BE AUTOMATICALLY REJECTED BY THE SERVER.

INCOMPLETE APPLICATIONS WILL BE AUTOMATICALLY REJECTED.

APPENDIX 2

RECRUITMENT NOTICE COR/AD6/22/21/PES

APPLICATION FORM

I hereby submit my application for the above-mentioned **selection procedure**

Full name:

Contact email:.....

Contact mobile telephone number:.....

Language skills:

Mother tongue:.....

FORMAL DECLARATION

I declare that the information and all the documents provided in my application are both truthful and complete.

I declare on my honour that:

- i. I am a national of one of the Member States of the EU;
- ii. I enjoy my full rights as a citizen;
- iii. I have fulfilled any obligations imposed by the laws concerning military service;
- iv. I am able to produce the appropriate character references as to my suitability to perform the duties envisaged;
- v. as far as I am aware, I meet the physical fitness conditions required for the performance of the duties envisaged.

I am aware:

- that my application will be rejected if I do not send the requested documents in accordance with the instructions specified in the recruitment notice;
- that any false declaration will cause the automatic annulment of my application.

Date:

Signature:

APPENDIX 3

PROVISIONS REGARDING

REQUESTS FOR REVIEW – APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN – EQUAL OPPORTUNITIES – ACCESS TO DOCUMENTS – PROTECTION OF PERSONAL DATA

REQUESTS FOR REVIEW:

You can request a review if:

- the selection panel has failed to abide by the provisions governing the selection procedure;
- the selection panel has failed to abide by the provisions governing its work.

Please note that the selection panel enjoys a broad measure of discretion in assessing whether and to what extent your answers are correct or incorrect. It is therefore not worth contesting your marks unless there has been a manifest error in law or in fact.

You must submit your duly substantiated request within five working days of the date of dispatch of the rejection email. The address is the same as for submitting applications. The HR department will forward your letter to the selection panel members, who will examine it and reach a decision within five working days.

In the subject line of your letter, please quote:

- the recruitment notice number,
- "request for review" ("*demande de réexamen*"),
- the stage of the selection concerned (non-admission, final result, etc.).

APPEALS:

At any stage of the selection procedure, if you believe that the CoR or the selection panel has acted unfairly or not respected the provisions of the recruitment notice, and that you have been disadvantaged as a result, you can lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the EU, by sending an e-mail to the secretary-general at the same functional address: recruitment@cor.europa.eu

In the subject line of your letter, please quote:

- the recruitment notice number,
- "complaint Article 90(2) of the Staff Regulations" ("*réclamation article 90, paragraphe 2, du statut*"),
- the stage of the selection concerned (non-admission, final result, etc.).

Please note that the selection panel enjoys a broad measure of discretion.

It is not worth submitting a complaint against a decision by the selection panel, as they operate completely independently and their decisions cannot be overturned by the Authority empowered to conclude contracts of the institution. That broad measure of discretion is subject to checks only in

the event of a clear violation of the rules governing their work. In that event, a decision by the selection panel may be challenged directly before the Court of Justice of the EU without a complaint having first been lodged under Article 90(2) of the Staff Regulations. An appeal can be lodged under Article 270 of the Treaty on the Functioning of the EU and Article 91 of the Staff Regulations with the

General Court
Boulevard Konrad Adenauer
2925 Luxembourg
Luxembourg

For details of how to submit an appeal, please consult the website of the General Court (https://curia.europa.eu/jcms/jcms/Jo2_7033/en/).

For both procedures, the time limits start to run from the date you are notified of the decision which is the subject of the appeal.

COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Like all citizens of the EU, you may lodge a complaint with the:

European Ombudsman
1, avenue du Président Robert Schuman
CS 30403
67 001 Strasbourg
France
<http://www.ombudsman.europa.eu/media/en/default.htm>

Please note that complaints made to the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for lodging complaints or appeals with the General Court under Article 270 of the Treaty on the Functioning of the EU. Similarly, please note that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

EQUAL OPPORTUNITIES

The CoR will take care to avoid any form of discrimination during the selection. It applies an equal opportunities policy and accepts applications without any discrimination based on sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

Applicants with a disability are invited to indicate any special needs they may have in a sealed confidential note attached to their application. This request will be handled in complete discretion, and no record of it will be kept.

REQUESTS FROM APPLICANTS FOR ACCESS TO DOCUMENTS DIRECTLY CONCERNING THEM

Applicants have a specific right of access to certain information concerning them directly and individually.

Applicants admitted to the tests may obtain, on request, a copy of their individual assessment sheet including the selection panel's remarks on their performance. All requests for copies must be made within one month of the date on which the email notifying the decision to end the applicant's participation in the selection was sent. The information will however only be provided to applicants after the selection panel has established the list of suitable applicants for recruitment.

Requests will be dealt with in accordance with the requirement for the work of the selection panel to be confidential and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

PROTECTION OF PERSONAL DATA

The CoR, as the body responsible for organising this selection, shall ensure that applicants' personal data is processed in strict compliance with Regulation (EU) No 2018/1725 of the EP and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC)No 45/2001 and Decision No 1274/2002/EC (Official Journal of the European Union L 295/39, 21.11.2018), particularly as regards confidentiality and security.

The CoR Data Protection Officer provides an independent advisory function as regards the application of Regulation 2018/1725 and is required to keep a central register of all the records of processing activities on personal data carried out by the institution.

Personal data will be collected and processed solely for the purpose of organising this selection and managing the resulting list of suitable applicants (including aspects relating to any internal or external audits or any legal proceedings relating to the selection); where relevant, certain data will be added to the personal file of successful applicants who become officials.

The recipients of the data are:

- the staff in charge of the recruitment procedure within the Directorate for Human resources and finance;
- the members of the selection panel;
- where applicable, the Legal Service;

- where applicable, the internal audit service, the Court of Auditors, the disciplinary authorities, OLAF and the Court of Justice.

Applicants have a right of access, rectification, blocking, erasure and objection (e-mail: recruitment@cor.europa.eu) on request for the rights of access and rectification.

Applicants have access to their applications, for which they have a right of rectification:

- with regard to the documents demonstrating eligibility, up until the closing date for applications;
- with regard to identity data, with no time limit.

Right of blocking, objection and erasure: within five working days of receipt of the request.

Documents relating to the selection procedure (including those relating to the rejected applicants) will be kept by the responsible department in the administration for five years following recruitment of suitable applicant(s) (this period is justified by the need to be able to respond to a possible audit procedure).

With regard to successful selection procedure applicants who have not been recruited, documents concerning them that were obtained when they registered for the selection will be kept for two years after the list expires.

With regard to successful applicants who are recruited, the documents concerning their selection, their application file and a copy of the list will be placed in their personal files.

Any documents concerning a request relating to a disability will be destroyed after the end of the procedure, unless the said request resulted in costs being incurred, in which case they will be kept for five years (this period is justified by the need to be able to respond to a possible audit procedure).

Once the retention period has elapsed, the documents will be destroyed.

Applicants' attention is drawn to the fact that they have the option of contacting the CoR's Data Protection Officer: data.protection@cor.europa.eu, and of contacting the European Data Protection Supervisor at any time: edps@edps.europa.eu.

Received by the applicant:

Date:

Signature: