



**European Committee
of the Regions**

Brussels, 7 June 2018

VACANCY NOTICE No COR/AD9-AD12/27/18
concerning a post of
HEAD OF UNIT (M/F)
in the Protocol Service

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

1. **Vacancy:** AD9 – AD12

Type of post: Head of unit or equivalent

2. **Working environment:**

The Protocol Service is responsible for furthering the institution's image by making all the necessary arrangements for the reception of high-level visitors and delegations to the European Committee of the Regions (CoR), its President and its official bodies. Institutional or inter-institutional events taking place in the premises of the CoR are another important field of activity of the service.

The nature of the work requires numerous interactions with other Directorates and services within the CoR as well as with a variety of external personalities, institutions or stakeholders.

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

The head of unit of the Protocol service supports the CoR presidency and other CoR constituent bodies with protocol matters and ensures the smooth running of all aspects of all incoming VIP visits. S/he supports also and reports directly to the Secretary General of the CoR and is responsible for planning, coordinating and supervising the work of the Protocol service, including human resources and financial aspects.

4. **Duties:**

The main duties as head of unit of the Protocol service are:

- Assisting the presidency with matters of protocol for official, working and delegation visits;
- Centralising all the President's correspondence;
- Organising CoR official receptions;
- Coordinating and analysing requests for patronage and drafting replies;
- Coordinating and analysing petition letters and drafting replies;
- Providing assistance with visa applications and relations with embassies and consulates;

- Planning, managing and monitoring the budget under his/her responsibility as Authorising Officer by Sub-delegation (AOS);
- Managing the human resources of the Unit.

Due to an internal reorganization of the service and in order to optimize the services provided to high-level personalities, chauffeur services will be integrated in the Protocol service as of January 2019.

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, every applicant for a permanent position within the CoR must prove that s/he is an established EU official or a successful candidate in an EPSO competition for officials of an appropriate grade;
- Candidates must have a level of education which corresponds to completed university studies attested by a diploma where the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year where the normal period of university education is at least three years;
- Candidates must have at least 5 years of professional experience relevant to the nature of the duties after receipt of the diploma referred to in the previous indent, acquired in a post mainly related to Protocol or diplomatic services. Where the normal period of university education is 3 years, the year of professional experience required to complement this period of education is deemed an integral part of the diploma and shall be in addition to the number of years of professional experience required under this indent.

6. **Qualifications and skills required:**

- The successful candidate will need to possess strong organisational skills, be people oriented and possess a result-oriented and problem-solving attitude;
- S/he will need to be a good communicator with a genuine interest in working in an interacting environment;
- High level of resilience and adaptability is absolutely indispensable (including in terms of working hours and workload); so are an unfailing sense of tact and a genuinely discreet personality;
- Thorough knowledge of the rules of diplomatic protocol and etiquette. Previous experience in external relations, in the field of diplomacy or in some other relevant areas would be considered as an important asset;
- Excellent horizontal knowledge of the European institutions, their activities and policies and sound understanding of the political environment of the CoR;
- Good knowledge of issues relating to financial, budget and contract management in the institutional environment;
- Thorough knowledge of one official language of the European Union (EU) and at least satisfactory knowledge of another official EU language. For functional reasons, a very good command of English and French is required. Knowledge of other official languages would be an advantage;
- The candidate's level of experience and training in human resources and management (including functional management¹) will be taken into consideration.

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Functional management is set at a lower level than that of a head of unit.

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 European 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 European 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: 27 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 competition².
- 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 considered when 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 six weeks following the closing date for this vacancy notice, please consider your application unsuccessful.

The personal data contained in applications will be processed 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 European 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 framed and legislation drafted. It is an advisory body which 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