



**European Committee  
of the Regions**

Brussels, 31 May 2018

**VACANCY NOTICE No COR/AST1-AST5/25/18**

concerning a post of  
**ASSISTANT (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:**           AST1-AST5  
  
**Type of post:**    ASSISTANT
  
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, it 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 CoR general secretariat, the CIVEX Commission's secretariat is the unit responsible for managing the CoR's activities related to institutional and home affairs and external relations. More specifically, the post is part of the South sector of the CIVEX commission secretariat which deals with Neighbourhood South, Turkey and Decentralised Cooperation for Development.

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

Providing organisational and administrative assistance to the working groups and the joint consultative committees, to the other bodies and to the CIVEX secretariat.

**4. Duties:**

- Organising the logistical aspects of meetings, seminars, conferences and other activities in Brussels and elsewhere and specifically in the area of decentralised cooperation, development cooperation and the cooperation initiative of the CoR with Libyan mayors (Nicosia initiative);
- Organising the logistical aspects of the Working Group and JCC meetings inside and outside the EU;
- Managing contacts and communication;
- Communicating with members, other CoR departments, officials in other institutions, the network of experts and local and regional officials;
- Preparing documents for meetings, working groups, including submitting and following up translation requests, drafting memos and letters, saving and processing documents in ADONIS;
- Internet-based research;
- Processing/revising of documents;
- Preparing correspondence and other administrative documents relating to the activities of the Commission.

**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 he/she is an established EU official or a successful candidate in an EPSO competition for officials of an appropriate grade.

**6. Qualifications and skills required:**

- Very good knowledge of current IT applications (Microsoft Office XP: Word, Excel, PowerPoint and Outlook) and of how to use the internet;

- A sense of initiative and good organisational skills, combined with a taste for working independently when carrying out instructions;
- An ability to work as part of a team and to communicate effectively;
- Thorough knowledge of one official language of the European Union (EU) and a satisfactory knowledge of another official EU language. For functional reasons, thorough knowledge of either English or French and at least passive knowledge of the other of these two languages is required;
- Openness and willingness to learn and to cooperate with colleagues inside and outside the unit;
- Flexibility, service oriented attitude and intellectual curiosity;
- Knowledge of the online tool for tabling amendments is an important asset.

## 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 their 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: 15 June 2018 at midday (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>1</sup>.
- 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 will 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 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

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<sup>1</sup>

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.