



**European Committee  
of the Regions**

Brussels, 1 June 2018

**VACANCY NOTICE N° COR/AST1-AST5/26/18**

concerning a post of

**ASSISTANT (M/F)**

in the Directorate for Legislative Work 1,  
Coordination Team

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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 Coordination Team is part of the Directorate for Legislative Work 1 of the Committee of the Regions (CoR).

The main mission of the Directorate is to support the work of three of the CoR's thematic commissions (CIVEX, ENVE and NAT) in order to promote the effective involvement and contribution of the CoR in the EU decision-making process.

Within its remit, the Directorate prepares the institution's political messages by assisting members in their work preparing, adopting and promoting CoR opinions, as well as facilitating the political process within the CoR Bureau and plenary sessions.

The Directorate provides the administrative secretariat to three of the CoR's thematic commissions, which in turn play a decisive role in framing and implementing the CoR's institutional and political strategies. An important aspect of this work entails assisting members to ensure the effective follow-up of CoR opinions as well as boosting and monitoring their impact.

The Coordination Team works closely with the Director and Deputy Director and is responsible for coordinating and harmonising the legislative work and thematic planning within the Directorate, as well as coordination with the second Directorate for Legislative Work and other CoR services and the Directorate for Communication. Tasks include the management of

thematic and opinion planning tools, allocation of opinions to the thematic commissions, overview of budget allocations and use, and annual reporting exercises.

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

The new colleague will be part of to the Coordination Team and as such will provide overall support for the coordination of the various horizontal tasks of the Directorate and in the cooperation with the other Legislative Directorate (Directorate C) and other Directorates.

The official will mainly be responsible for supporting the administrative and legislative work in relation to the CoR's general legislative activities, for coordinating the commissions' work and supporting the colleagues in charge of the studies.

4. **Duties:**

- Coordinating the legislative and inter-institutional planning and following-up of deadlines:
  - Managing referrals and other documents from the Commission, the Council, the European Parliament, and preparing the attribution of referrals to the relevant commissions (preparing decision letters for signature by the President of the CoR, sending to translation and then to the Presidents and first vice-Presidents of the commissions).
  - Monitoring the progress of referrals through the work of the commissions, having regard to the planning and the inter-institutional calendar.
  - Feeding and tracking relevant information in the database AGORA (referrals Management).
  - Monitoring of requests for the drafting of initiative opinions coming from the commissions for approval by the Bureau, as well as commission decisions not to draw up an opinion.
  - Coordinating the evolutionary time-line document for the preparation and follow-up of opinions in the commissions,
  - Coordinating the ongoing work programmes of the commissions including the inter-institutional data and deadlines (EP, EESC, the Council, rapporteurs, commissions/sections),
  - Managing the uploading of opinions adopted in CoR plenary sessions to the European Parliament's database (Oeil), in collaboration with the IT department.
- Contact point for the legislative planning services of the institutions and for the CoR Registry, preparation of the relevant documents.
- Coordinating the Directorate's input to the Annual Activity Report, the Management plan and Risk analysis, the calendar of the commissions' meetings and the ex-post verification exercise.
- Updating the CoR team site and coordinating input from the Directorate to the horizontal IT projects (Agora and Kiklos).
- Managing the implementation of CoR procedures and instructions and follow-up on the implementation of Audit recommendations.
- Managing models and templates for official documents.

- Liaising with the Office of Publications to obtain the international identifiers (ISBN, DOI) for official studies and requesting approval for their online publication, managing the studies website, requesting printed versions from the print-shop and ensuring the diffusion of studies through the OP, Info-Points, EU-Bookshop, and to other institutions.

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 satisfactory knowledge of another official language of the European Union. For functional reasons, a very good knowledge of English is required. Knowledge of other languages of the European Union would be an asset;
- Good knowledge of the CoR Rules of Procedure and administrative procedures would be an asset;
- Good knowledge of the political structures and organisation of the CoR is desirable;
- Sense of initiative, a problem-solving approach, a strong team spirit, interpersonal skills, ability to manage conflicting priorities and capacity to deliver under tight deadlines are essential;
- Good communication skills;
- Good knowledge of IT tools used in the CoR or ability to quickly acquire this knowledge;
- Professional curiosity and optimism.

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: 22 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 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.

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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."

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