



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AST1-AST7/13/20

Assistant¹ (M/F)

Directorate	Directorate for Communication
Vacancy	AST1-AST7
Type of post	Assistant
	Publication under Article 29 (1) (a), (b) and (c) of the Staff Regulations
Date of publication	30/07/2020
Deadline:	07/09/2020 at noon (Brussels time)

Your job and responsibilities

Interested in figures and financial management? Do you like working in communication projects and with varied political and administrative stakeholders?

As a financial officer in the budget team of the Directorate for Communication, you will be responsible for monitoring budget planning and execution (commitment and payment consumption) in cooperation with the operational services. More specifically, you will be a financial initiating agent using the dedicated IT program (ABAC).

In addition:

- you oversee budgetary, financial and contract planning and management;
- you initiate financial files for the purposes of validating budgetary and legal commitments, payments, estimates of amount 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, to ensure the legality, regularity and correctness of operations;
- you assist in the preparation of communication calls for tenders in cooperation with the operational services, in particular with the analysis of the financial aspects, as part of public procurement procedures;
- you assist colleagues and contractors in correctly applying financial procedures, including coaching and/or training;
- you 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;
- you handle the financial aspects of contract management, in particular the monitoring of contract consumption;
- you provide assistance with drawing up annual activity reports and disclosing information for the Business Object programme (ABAC Datawarehouse);
- you update budgetary procedures and put forward proposals on the application of Internal Control Standards relating to budgetary issues.

Who are we? What are the challenges for us ahead?

Our mission in the European Committee of the Regions (CoR) Communication Directorate is to serve the political communication needs of the members of the CoR, those politicians in the EU who are closest to the people. Our job is to highlight the results of the CoR's legislative and political activities through various communication products, channels and services. We are equally responsible for measuring and mainstreaming the communication across the CoR. Our work is concentrated in three units: the media relations unit - pursues positive visibility for CoR members;

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Any reference to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex.

the events unit - serves not just the CoR, but the broader inter-institutional cause of explaining the EU and offering networking space to regions and cities; the social, digital media and publications unit - connects the CoR members and their localities with the EU institutions in Brussels.

Our main activity will be to develop three CoR communication campaigns based on the new political guidelines 2020-25. Through the CoR plenaries and flagship physical/hybrid events, these campaigns convey key messages on the role of local politicians in EU politics (including during the recent pandemic), the future of the EU budget (including the recovery plan), and the importance of local and regional authorities for the delivery of a sustainable Europe.

Our challenges ahead are better connecting communication with politics, politicians and policy together with further development of innovative ways of engagement with local and regional politicians across the EU, and positioning the CoR as a valuable contributor to the Conference on the Future of Europe, European Green Deal, and post-COVID-19 economic recovery.

Are you the talent we are looking for?

- You have thorough knowledge of an official language of the European Union and a satisfactory knowledge of another official language of the European Union. For functional reasons, a high level of English is required and a good knowledge of French is desirable; knowledge of other languages would be considered as an asset.
- You have sound experience in budgetary, financial and contractual management, including use of ABAC and knowledge of the Financial Regulation, its Rules of Application and rules on Public Procurement.
- You have experience with management of framework contracts and external service providers.
- You have a very good capacity for summary and analysis (ability to distinguish the essential from the inessential and to identify areas of risks).
- You have a profound knowledge of Excel and a good command of other IT applications and tools (Outlook, Word, Sharepoint, SAP Business Objects Infoview etc.).
- You are keen on accuracy and you believe keen attention to detail is essential to sound financial management.
- You are service-minded, diplomatic, discreet and have excellent oral and written communication skills.

What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible.
- Flexible working hours and teleworking opportunities subject to the needs of the service.
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility.
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued.
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation.

Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the online application form: <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en> before noon on 07/09/2020.

Please remember to read carefully the appendix to this vacancy announcement.

The Secretary-General

(signed)

Petr Blížkovský

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 devised and legislation drafted. It is an advisory body which was created in 1994. Its consultative role allows its 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.
