VACANCY NOTICE No COR/AST1-AST7/14/20
Assistant\(^1\) in the area of statistics and HR reporting

Directorate: Directorate for Human Resources and Finance
Unit: Recruitment and career unit
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: 09/09/2020 at noon (Brussels time)

Your job and responsibilities

Are you comfortable with numbers and able to express them in words in a clear, accurate and accessible way? Do you agree that pivot tables, pie charts, Sysper and other BusinessObjects tools are not just abstract concepts straight out of a futuristic dictionary? Do you like working in human resources, variety and versatility, working as part of a team, while also enjoying a degree of independence in carrying out your role?

As an assistant specialised in the production of HR statistics and reports, you will be responsible for developing and updating HR reporting systems in order to provide reliable statistical data on all staff-related matters and to ensure the appropriate support/act as a replacement for the colleague in charge of Sysper (the integrated human resources management tool).

You will update the institution's organisation chart at regular intervals and produce statistics on the institution's staff for both internal and external clients (permanent representations, the Court of Auditors, etc.). Such statistics may concern, for example, staff numbers, gender balance, nationalities, function groups/grades, under-occupation of posts, etc.

You will actively contribute to the production of the Annual Report on Human Resources and to various specific communications in your area of expertise.

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

The Recruitment and Careers unit is made up of 13 colleagues in the Directorate for Human Resources and Finance. The unit is divided into two sectors:

- Recruitment (where the post is to be filled)
- Career

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\(^1\) Any reference to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex.
Our unit is responsible for the centralised management of all selection and recruitment procedures, implementing the organisation chart and producing statistics and reports relating to human resources management, including all aspects of career development (annual appraisal, promotion/reclassification, certification, 3rd language, leave on personal grounds and management of individual files) and communication on human resources.

You would be joining the Recruitment sector, a team of seven colleagues who have very different profiles and are in charge of all selection and recruitment procedures for statutory and non-statutory staff and of managing the organisation chart and job descriptions. In addition to statistical data, the sector is also responsible for the main human resources tools (Sysper).

In recent years, we have consistently improved the quality of the service offered to our clients by gradually making our procedures and files relating to the unit’s area of responsibility paperless. During the COVID-19 period, which has significantly altered our working practices and habits, we have been able to ensure the continuity of all selection and recruitment processes without interruption, thanks to the collective effort of the whole team.

In addition, for the last three years, the European Committee of the Regions has also produced an Annual Report on Human Resources. This is an important means of internal and external communication, summarising the main achievements of the past year in a few pages, while helping to promote the European Union as a modern and flexible employer of choice, which is actively committed to achieving its mission of serving all Europeans.

In the coming years, we need to identify new ways to optimise the production of statistics and to ensure the quality of the data extracted from the various tools in order to provide more flexibility and to better meet the needs of our client services.

Are you the talent we are looking for?

- You have solid experience in producing statistics, managing Excel tables and ideally tools such as BusinessObjects, Sysper or others.
- You preferably have technical training.
- You have excellent analytical and summarising skills (including the ability to separate the essential from the secondary and to identify the risk areas), as well as great organisational skills and a good eye for detail.
- You have a good understanding of the Staff Regulations applicable to staff of the European Institutions.
- You are a meticulous person, with a keen sense of responsibility who knows how to work independently but with team spirit. You possess interpersonal and diplomatic skills, integrity and discretion.
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU's official languages. For functional reasons, a thorough knowledge of English or French is required; at least satisfactory knowledge of the other of these languages would be an asset.
- You have a very good knowledge of the IT applications and tools involved in your field of expertise (Excel, Word, BusinessObjects, SharePoint, etc.).
- Relevant professional experience in the field of statistical production or human resources management would be an asset.

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=fr before noon on 09/09/2020.

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

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.