



**European Committee  
of the Regions**

Brussels, 21 March 2019

**VACANCY NOTICE No COR/AST1-AST7/15/19**  
concerning a post of  
**ASSISTANT (M/F)**  
in the Directorate for Legislative work 2

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

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1. **Vacancy:** AST1 – AST7

**Type of post:** ASSISTANT

2. **Working environment:**

The Directorate for Legislative work 2 is responsible for three of the six thematic Committee of the Regions (CoR) commissions. Within its remit, the Directorate for Legislative work 2 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.

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

Under the authority of the director, the official (mobile resource) will be responsible for carrying out various administrative tasks related to the work of the entire Directorate for Legislative work 2, which comprises three units. While for administrative purposes remaining attached to the director, the successful candidate will operate as a mobile resource and will be assigned to the Directorate's different departments as required.

4. **Duties:**

- Providing the administrative and logistical assistance needed to ensure the smooth operation of the service;

- Providing administrative support, organising official trips, drafting memos, emails, minutes and other administrative documents relating to the Directorate's work;
- Supporting the organisation of meetings and events in the department to which he or she is temporarily assigned (commission meetings, conferences, workshops, etc.);
- Maintaining databases and other management tools relevant to the Directorate's work;
- Supporting the preparation of opinions by providing information on drafting and translation, organising meetings and finalising documents according to the CoR rules and standards, processing amendments, revising texts;
- Providing administrative and logistical support when programming, planning and monitoring activities in the Directorate and adequate coordination in the service.

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 or an internal competition of the CoR for an appropriate grade.

6. **Qualifications and skills required:**

- A thorough knowledge of one official language of the European Union and a satisfactory knowledge of another language. For functional reasons, a very good knowledge of English or French is required and a knowledge of other official languages of the EU would be an asset;
- Three years of professional experience relevant to the duties involved is desirable;
- A sound grasp of current IT applications (including Word, Excel, Outlook, Internet, SharePoint);
- An interest in the issues involved in the work of the Directorate for Legislative work 2;
- Familiarity with the workings of the Committee of the Regions would be viewed as a major advantage;
- Organisational skills, a sense of responsibility and excellent interpersonal qualities;
- Ability to work as part of a team and to communicate effectively;
- Flexibility, a good work ethic and an inquiring mind;
- Outstanding ability to cope with change and stress;
- Excellent organisational and coordination skills.

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 CoR): 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 CoR): 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 or an internal CoR competition: EPSO/CoR 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: 12 April 2019 at midday (Brussels time)**

9. **Comments**

- The appointing authority will first consider applications submitted under Article 29(1)(a) of the Staff Regulations, 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> and/or internal competition; by derogation from paragraph (1)(a) of Article 29 of the Staff Regulations, laureates of internal competitions published under Article 29(3) of the Staff Regulations will be considered in parallel with transfers of officials within the institution.
- 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.

<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 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