



**European Committee  
of the Regions**

Brussels, 4 April 2019

**VACANCY NOTICE No COR/AST1-AST7/21/19**

concerning a post of

**ASSISTANT (M/F)**

in the Directorate for Human Resources and Finance,  
Working Conditions Unit  
Health and Wellbeing

---

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

---

1. **Vacancy:** AST1 – AST7

**Type of post:** ASSISTANT

2. **Working environment:**

The Working Conditions Unit in the Directorate for Human resources and finance of the Committee of the Regions (CoR) is composed of 3 sectors (Working Conditions, Health and Wellbeing, Rights and Obligations and Learning and Development) with some staff members working in a cross-sector structure performing tasks spanning over two sectors. The post to be filled is administratively linked to the horizontal structure directly under the Head of Unit, fulfilling financial and administrative tasks for the Medical Service as well as financial and contractual tasks for the Traineeships Office and for the Unit as a whole.

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

**Financial responsibilities:** The colleague to be recruited will be responsible for handling all financial and budgetary files related to the Medical Service, including the purchase of medical equipment, medicines, vaccines, reimbursement to staff, hiring of expertise for awareness raising campaigns for the institution's preventative health programme etc.

As regards the responsibilities linked to the Traineeships Office, the colleague will be assuming the financial responsibility linked to the payment of grants to trainees, travel costs, insurance etc;

**Contractual responsibilities:** Dealing with and following up of (framework) contracts, issuing order forms, participating in tender procedures, service level agreements and other types of contracts for services provided by the unit, mainly, but not exclusively, linked to the Medical Service and Traineeships Office;

**Administrative responsibilities:** Providing administrative and practical back up for the secretariat of the Medical Service in case of need.

4. **Duties:**

The official's main tasks will include:

- Budgetary, financial and contract management for the unit, with primary focus on the Medical Service and the Traineeships office (budgetary commitments, payments, consultation of the market, order forms, assisting with reporting, etc.), including initiating financial transactions using the dedicated IT program (ABAC), as principal financial initiating agent;
- Assistance to the Head of Unit on financial and contractual matters for regularly occurring processes and procedures;
- As a secondary role, the organisation and management of the Medical Service's secretariat (correspondence, filing of administrative documents and management of medical files, encoding of medical and/or administrative data, drafting of reports etc.). If the colleague shows a particular interest in expanding this role, it would be highly welcome, but not a necessity;
- Collaboration and maintenance of regular contacts with the equivalent services in other institutions and, in particular the European Economic and Social Committee.

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 to a permanent position within the CoR must prove that he/she is an established official of the European Union or a successful candidate in either an EPSO competition for officials or a CoR internal competition of an appropriate grade<sup>1</sup>.

6. **Qualifications and skills required:**

- Solid experience in budgetary, financial and contract management, knowledge of the use of ABAC is essential;
- Strong organisation and coordination skills;
- Thorough knowledge of one official language of the European Union (EU) and satisfactory knowledge of another official EU language. For functional reasons, a good knowledge of French and English is required and knowledge of another EU language is desirable; an adequate command of Dutch constitutes an asset for contacts with Belgian authorities;
- Good command of IT applications and tools (Outlook, Word, Excel, etc.);

---

<sup>1</sup> Candidates on EPSO reserve lists which are not available to the CoR will not be considered.

- Knowledge of the provisions of the Financial Regulation;
- Knowledge of statutory and legal provisions concerning working conditions for staff within the EU institutions;
- Professional experience in a medical service or in a similar service demanding a people oriented approach as well as a strict code of confidentiality constitutes an asset.

**Competencies required:**

- Precision and attention to detail;
- Good at prioritising and organising, even under pressure;
- A flexible approach, willing to adapt and take on extra work or lend a helping hand to others when needed;
- A sense of tact and confidentiality, due to the particular nature of a Medical Service;
- Service minded, showing a good team spirit;
- Good oral and written communication skills;
- Ability to work both autonomously and in a team;
- Strong sense of initiative.

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: 29 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>2</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.**

\* \* \*

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

---

<sup>2</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."