



**European Committee
of the Regions**

Brussels, 09/08/2019

VACANCY NOTICE N° COR/AST1-AST7/37/19
concerning a post of
ASSISTANT (M/F)
in the Directorate for Human Resources and Finance
Working Conditions Unit
Learning and Development and Traineeships Office

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

1. **Vacancy:** AST1-AST7

Type of post: ASSISTANT

2. **Working environment**

Directorate E "Human Resources and Finance" is responsible for the optimal implementation and development of the human and financial resources, including the control environment, of the Committee of the Regions (CoR). It provides CoR members and the institution's General Secretariat with high quality services while guaranteeing compliance with the regulatory framework: the Staff Regulations, the Conditions of Employment of Other Servants of the European Union (EU) and the Financial Regulation, as well as the rules flowing from these, and internal control standards. Directorate E works closely with all the CoR departments and at an interinstitutional level.

The Directorate consists of four units:

- E1 – Budget and finance
- E2 – Recruitment and career
- E3 – Working conditions
- E4 – General administration and public procurement

Unit E3 comprises 22 staff members and is responsible for developing and implementing CoR's policy on a series of human resources matters, including statutory rights and obligations, working time rights, leave and absences, teleworking, training opportunities, career guidance and professional mobility, equal opportunities, health and well-being on the work floor, etc.

The unit's goal is to develop, maintain and promote a working environment which supports the priorities and needs of the institution and at the same time are compatible with the needs and wishes of its staff, so that everyone can focus on their work and at the same time strike a work-life balance where high standards of performance and personal well-being can be combined.

The unit is divided into three sectors:

- Working Conditions, Health and Well-being;
- Rights and Obligations;
- Learning and Development (L&D) and Traineeships Office.

3. **Brief description of main responsibilities**

The new colleague in the L&D Sector will be part of a high-performing, dynamic team as principal financial agent and training manager, reporting directly to the Head of Sector. He/she will perform the following tasks:

- **Financial responsibilities:** responsible for the overall financial and budgetary overview and planning of the Sector; responsible for the financial and budgetary files related to the training actions he/she will manage.
- **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 Sector.
- **Organisational and administrative responsibilities:** assist in the design, development and organisation of training courses; day-to-day management of training activities.

4. **Duties**

The official's main tasks will include:

a) **Budget:**

- As the Sector's principal financial manager, the colleague will be in charge of monitoring budgetary, financial and contract planning and management for the L&D Sector (budgetary commitments, payments, market consultation, order forms, reporting assistance, etc.) using the dedicated IT program (ABAC);
- Initiate financial files for validation of budgetary and legal commitments, and payments, in compliance with the Financial Regulation and all other applicable rules and procedures, in order to ensure the legality and regularity of operations;

- Prepare calls for tender, including analysis of the financial aspects of tender documents in the context of public procurement procedures.

b) Organisation of training activities:

- Assist in the design, development, adaptation, organisation and evaluation of training content and courses;
- Day-to-day management of training activities, including welcoming participants and trainers and supervising logistical aspects;
- Maintain contacts with internal and external training organisers;
- Monitor and update the training management system (EU-Learn).

c) Evaluation and follow up of L&D activities:

- Prepare, collect and analyse feedback and statistics on training activities;
- Assist in aligning training offer to learning and development needs of the institution;
- Develop and maintain good contacts with counterparts in 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, every applicant for a permanent position within the CoR must prove that he/she is an established EU official or a successful candidate in either an EPSO competition for officials or a CoR internal competition of an appropriate grade.

6. Qualifications and skills required

- Solid experience in budgetary, financial and contract management, including the use of ABAC;
- Knowledge of the provisions of the Financial Regulation;
- Strong organisation and coordination skills;
- Thorough knowledge of an official language of the European Union (EU) and satisfactory knowledge of another official EU language. For practical reasons, a high level of English is required and a good knowledge of French is desirable;
- Good command of IT applications and tools (Outlook, Excel, Word, SharePoint, etc.);
- Previous experience in human resources, and particularly in the L&D field, constitutes a strong asset.
- Precision and attention to detail are essential in order to ensure a good financial management;
- 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, is a priority within our team;
- A sense of tact and confidentiality;
- Service-minded, showing a good team spirit;
- Good oral and written communication skills;
- Ability to work autonomously;
- 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 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 CoR 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 CoR 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 the institution of origin;
- Applicants who have passed an **EPSO competition for officials or a CoR internal competition**: number of EPSO/CoR competition, candidate number, proof of passing an EPSO/CoR competition for the function group and grade mentioned in this vacancy.

8. **Closing date: 13/09/2019 at noon (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)¹ and finally applications submitted under Article 29(1)(c) (laureates of an EPSO competition and/or internal CoR 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 according to budgetary availabilities.

¹

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 or she wishes to transfer.

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.

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.

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 ad interim

Pedro CERVILLA MARTINEZ