

Brussels, 18/12/2020

**Recruitment Notice N° COR/AST3/33/20/RE  
concerning an experienced Office Manager (Assistant position - Temporary Staff member,  
grade AST3) for the Renew Europe Group at the European Committee of the Regions**

**I. INTRODUCTION**

The authority empowered to conclude contracts of employment, in agreement with the President of the Renew Europe Group in the European Committee of the Regions (CoR), has decided to open **a selection procedure for the purpose of recruiting a temporary staff member pursuant to article 2(c) of the Conditions of Employment of Other Servants of the European Union (CEOS) and Decision 23/2016 of the Secretary General of the European Committee of the Regions related to the recruitment of temporary staff.**

**About the CoR and the Renew Europe group**

The CoR is the political assembly, which represents local and regional authorities of the European Union in the EU legislative process. The EU institutions consult the CoR on new legislative proposals in areas, which have an impact on local and regional authorities. The Members of the CoR are politicians who hold a mandate at local or regional level in their respective Member States. Members of the CoR have organised themselves according to their political affiliation. The Renew Europe Group is an influential political group in the CoR with nearly 100 full and alternate members including regional presidents and ministers, mayors, regional parliamentarians and local councillors. Its members belong either to the ALDE Party or to the EDP Party or are independent. The Renew Europe secretariat is a team of eight, which provides support to the members to ensure that their work in the CoR and beyond has the highest possible impact.

<b>Place of employment:</b>	<b>Brussels</b>
<b>Post:</b>	<b>Temporary staff member</b>
<b>Grade:</b>	<b>AST 3</b>

**Indicative timetable for the selection procedure:**

Closing date for application:	18 January 2021 at noon (Brussels time)
Assessment of eligibility:	February 2021
Written test:	March 2021
Oral interview:	April 2021
Entry into service:	1 July 2021

The applicants are asked to read the notice of recruitment carefully before submitting their applications.

## II. NATURE OF THE DUTIES AND PROFILE

An experienced Office Manager with responsibility to ensure the smooth functioning of the administrative and logistical support provided by the Renew Europe secretariat to a large group of busy and often high-profile politicians; and responsibility for providing support to the secretariat as a whole, reporting directly to the Secretary General, fulfilling the tasks and responsibilities outlined below:

- General administrative support to President, Bureau, and members as required, in particular regarding matters under the responsibility of Directorate A (registry, members' services, protocol); authorisation requests for members' individual presences;
- Administrative support to the Group's Secretary General and Deputy Secretary General;
- Budget administration and monitoring (including checking compliance with regulations);
- Coordinating the first drafts of the annual management plan, risk assessment, activity report;
- Group branding (production and design of publications, corporate materials, business cards, etc.);
- Administration and logistics of Group and Bureau meetings (interpretation, room bookings, speakers and participant reimbursements, booking catering);
- Communications with members about logistics and administration, handling their registrations, logistics & administrative queries;
- Administration and logistics for Group delegation to ALDE Party events, in particular the Congress: information emails, assistance with registrations, organising delegation dinner, requests for translations, interpretation etc.;
- Liaison with the CoR administrative services regarding relevant procedures, rules and regulations;
- Ensuring good functioning of the office, including monitoring and ordering office supplies, and facilitating installation into office for new colleagues and trainees;
- Monitoring of the Renew Europe email account;
- Maintaining the team Outlook calendar up to date with key dates;
- Databases (group membership, contact details, email distribution lists);
- Encoding absences in the relevant HR management tool;
- Welcome and farewell letters to new and departing members;
- Maintaining relevant contacts in the CoR, other EU institutions, and in the wider Renew Europe political family, in Brussels and around Europe.

Although the above list represents the core body of work, other tasks and responsibilities are to be expected with a view to assisting in achieving the objectives and goals of the group. Furthermore, other duties can be added in line with changing needs of the Group.

The Office Manager will assist all Group members in carrying out their duties and will contribute to the good functioning of the Secretariat, including assisting other colleagues, as required. An essential part of the job includes maintaining good working relations with counterparts in other political groups and within the CoR general secretariat. Excellent diplomatic skills are therefore a requirement.

The post requires a high degree of availability (heavy meetings schedule, irregular working hours, and occasional travel), flexibility, ability to adapt to a changing workload and to tight deadlines, and an ability to work as part of a team in an international environment.

Furthermore the post also requires:

- excellent organisational skills and attention to detail;

- excellent problem-solving skills;
- a strong ability to anticipate and to prevent problems and to keep the line manager and/or colleagues informed at all times;
- a positive "can-do" approach to work with the ability to think creatively to deliver results, the ability to work fast, and an ability to remain calm in stressful situations;
- the ability to work pro-actively, anticipating deadlines and driven to deliver quality results;
- a strong "customer service" culture, aiming to ensure the Renew Europe members receive a service of the highest standards;
- excellent analytical, planning, and drafting skills;
- the ability to quickly acquire new skills and knowledge.

### **III. ELIGIBILITY**

The selection procedure is open to candidates who meet the following conditions on the closing date for applications:

#### **A. General conditions**

Under article 12(2) (a) of the CEOS, each candidate must:

- be a national of a Member State of the European Union;
- have fulfilled any obligations concerning statutory military service;
- have produced the necessary character references for performance of the duties concerned (the successful candidate will be required to provide an extract from his/her police record or equivalent document before recruitment);
- be physically fit to perform the duties linked to the post (the successful candidate will be examined by the CoR Medical Officer before recruitment).

#### **B. Specific conditions**

##### **1. Qualifications and professional experience**

- have completed either (a) post-secondary education attested by a diploma or (b) secondary education attested by a diploma giving access to higher education, followed by at least three years' professional experience relevant to the nature of the duties. These three years of professional experience cannot be counted towards the professional experience required under the point below;
- have a minimum of four years' professional experience in a busy political environment. This experience must be gained either (a) since obtaining the qualification required under the point (a) above; or (b) since completing the three years of experience mentioned under the point (b) above.

##### **2. Required skills and knowledge**

- previous working experience in a complex administrative environment, preferably acquired in a political organisation;

- experience in organising high level political events and all related logistical aspects;
- experience and understanding of political image and branding;
- a strong sense of integrity, and a positive and constructive attitude towards teamwork and colleagues, as well as the ability to work independently;
- knowledge of and commitment to the fundamental political principles and values of the Renew Europe political family (see [www.reneweurope-cor.eu](http://www.reneweurope-cor.eu), [www.aldeparty.eu](http://www.aldeparty.eu) and [www.pde-edp.eu](http://www.pde-edp.eu));
- experience working directly with politicians would be considered an advantage.

### 3. Language skills

A thorough knowledge of an official language of the European Union and at least a satisfactory knowledge of another official language of the Union is required. For functional reasons, related to the main languages of communication in the Renew Europe Group and its secretariat, a thorough knowledge of English and French is required. The written test will be partly in English and partly in French. Candidates having English or French as their mother tongue will be required to sit the written tests in the other of the two languages.<sup>1</sup>

### 4. IT skills

- proficiency in office IT skills (Microsoft Office, Internet, Email, etc.);
- experience with the CoR's internal management programmes (such as Agora, Adonis and Sysper) and other software applications such as Sharepoint and Dynamics would be considered an asset.

## IV. SELECTION PROCEDURE

The selection procedure is based on **qualifications and tests (oral and written)**.

**All correspondence with the applicants will take place by email. Applicants are responsible for informing the CoR's HR department in writing of any changes of their email address. The CoR's HR department cannot be held responsible for the non-delivery of emails.**

### A. Eligibility

The list of all applications received will be drawn up by the CoR's HR department and submitted to the recruitment panel.

Applicants who:

- do not meet the general conditions for admission (set out under Section III "Eligibility" A and B.1);
- submitted their applications after the deadline;

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<sup>1</sup> In view of the nature of the duties to be carried out, this requirement is necessary in order to strike a balance between the need to ensure the recruitment of staff members possessing the highest levels of competence, performance and integrity, and the interests of the service, which requires the candidates to be immediately operational and capable of communicating effectively within the institution as part of their daily work in one of the languages most used as an internal lingua franca by the officials and staff of the Union. Testing the linguistic knowledge of candidates during the recruitment procedure is therefore a reasonable way of verifying this aspect of the candidates' ability to carry out the duties of political assistant in the Renew Europe Group. For candidates having English or French as their mother tongue, they will be required to sit the tests in the other of the two languages.

– did not submit all documents in the form and content as required in Appendix 1;  
will be excluded by the selection panel from the selection procedure and be informed thereof by e-mail by the CoR's HR department.

## **B. Pre-selection procedure based on qualifications**

Among the eligible applicants, the recruitment panel will select those who have the best qualifications and the most relevant professional experience with regard to the criteria described in Section II of the recruitment notice "Nature of the duties and profile".

The recruitment panel will carry out this selection on the basis of the applicants' motivation letter and the CV backed up by supporting documents by using a pre-established evaluation grid based on the criteria set out in Section III B, points 2, 3 and 4. The motivation letter should be no longer than 3 pages in English or French, expressing the candidate's interest in the job and making reference, with examples where possible, to the profile outlined in section II and III B.2,3,4. The detailed CV shall be in English or French.

A maximum of 20 candidates with the best scores will be shortlisted and admitted to the written tests.

Applicants who have not been pre-selected by the recruitment panel will be informed by e-mail by the CoR's HR department.

## **C. Invitation to the tests**

Pre-selected applicants will be invited to the written tests by email by the CoR's HR department.

Please note that the recruitment panel may disqualify any applicant if, at any stage of the selection procedure, it finds that:

- s/he does not meet one or more of the general or specific conditions governing admission to the selection procedure; or
- the claims made in her/his application are not substantiated by appropriate supporting documents or prove to be inaccurate.

The applicant will be informed thereof by e-mail by the HR department of the CoR.

## **V. TEST AND INTERVIEW**

The written test and oral interview are both an integral part of the procedure and each carry a respective weight of 1/3 and 2/3 of the overall score.

### **A. Written tests**

- The tests will be conducted remotely and are designed to give candidates an opportunity to demonstrate their experience, knowledge, skills, and good judgement necessary for the day-to-day work related to this position. No prior study is required.
- For functional reasons, the language of the tests will be English and French. The quality of written expression in both languages will be a very important consideration when marking the test. Candidates

having English or French as their mother tongue will be required to sit all the tests in the other of the two languages.

Each candidate will receive a secret candidate number. The written tests will be corrected at least twice in an anonymous way on the basis of a pre-established evaluation grid pursuant to the requirements as set out under Section II "Nature of duties and profile" and Section III B.2,3,4. An average mark will be awarded to each applicant based on the marks received. The selection panel has the right to appoint assessors for the written tests.

Only applicants who have achieved at least the minimum pass mark for each test can be considered for the oral interview. Of those, the six highest scoring applicants will be invited.

The applicants will be informed about the result of their written test and whether they are invited to the oral interview by the CoR's HR department.

### **Test 1**

This test will evaluate the candidate's written correspondence skills. It will be a computer-based test.

Duration of the test: 30 minutes

Marking: 0 to 10 points

Minimum pass mark: 5 points

### **Test 2**

This first case-study exercise will evaluate the candidate's problem solving skills. It will be a computer-based test.

Duration of the test: 30 minutes

Marking: 0 to 10 points

Minimum pass mark: 5 points

### **Test 3**

This second case-study exercise will evaluate the candidate's organising and planning skills. It will be a computer-based test.

Duration of the test: 30 minutes

Marking: 0 to 10 points

Minimum pass mark: 5 points

## **B. Oral interview**

The interview is designed to assess the applicant's motivation, his/her competencies, and to elaborate further on some of the knowledge and skills listed in Section II "Nature of duties and profile" and/or assessed in the written test.

The interview will be conducted in English and French. Other language skills declared by the applicants in the application form may also be checked during the interview by the recruitment panel.

Duration of the test: 45 minutes

Marking: 0 to 60 points

Minimum pass mark: 30 points

The recruitment panel will evaluate the applicants on the basis of a pre-established evaluation grid pursuant to the requirements as set out under Section II "Nature of duties and profile" and Section III B.2,3,4.

## **VI. RECRUITMENT PROCEDURE**

The recruitment panel will rank the successful candidates taking account of the scores at the written tests and the oral interview weighted 1/3 and 2/3 respectively. The highest ranking candidate will be offered a contract beginning at the earliest 1 July 2021. Please note that no reserve list in view of future recruitments will be established.

The recruitment will be done at grade AST3 following the provisions of article 2c) of the CEOS. This open-ended contract includes a mandatory 9-month probationary period. The basic salary at AST3 grade is currently 3.841,17 euros/month. The CoR can add certain allowances to this basic salary depending on personal circumstances, to be determined by the Individual Rights sector at the start of employment, in accordance with the Conditions of Employment of Other Servants of the European Union.

## **VII. RECRUITMENT PANEL**

The recruitment panel, appointed by the Authority empowered to conclude contracts of employment, will be chaired by the Secretary General of Renew Europe, who will be accompanied by the Deputy Secretary General, one representative of the Staff Committee and one representative of the Directorate for Human Resources and Finance.

The work of the recruitment panel is secret and governed by this recruitment notice. The recruitment panel examines the applications on the basis of pre-established evaluation grids and documents the results by a reasoned decision. An equal treatment of the applicants is ensured at each level of the procedure.

Under no circumstances should applicants approach the recruitment panel, either directly or indirectly, concerning this recruitment procedure. The panel reserves the right to disqualify any applicant who disregards this instruction.

## **VIII. APPLICATION**

Applicants must send their full application file consisting of the documents listed in Appendix 1 to the following e-mail address with the reference: **Recruitment notice n° CDR/AST3/33/20/RE** by the deadline:

[recruitment@cor.europa.eu](mailto:recruitment@cor.europa.eu)

**Closing date for applications: 18 January 2021 at noon (Brussels time).** . .

The date and time of dispatch of the e-mail will be taken to be the date and time of submission of the application.

**Applications must be e-mailed in pdf format. The scanned documents must be legible. It is requested that the supporting documents are scanned in a separate file as explained in Appendix 1.**

**Applications sent by registered or ordinary post will not be considered. The CoR's HR department will not accept applications that are submitted in person.**

Applicants are asked NOT TO TELEPHONE to inquire about the timetable for the procedure.

It is the responsibility of applicants to contact the CoR's HR department if they have not received any automatic acknowledgment of receipt of their application after submitting their complete application form.

Candidates whose diplomas or employment-related documents are in a language which is not an official language of the EU should enclose a (non-official) translation.

## **IX. OTHERS**

The provisions concerning the request for review of the recruitment panel decision, appeals, and complaints to the European Ombudsman, equal opportunities, access to documents and protection of personal data are explained in detail in Appendix 3.

Each applicant is required to take acknowledgement of Appendix 3 and enclose it signed and dated to the application.

CoR Secretary General

*(signed)*  
Petr Blížkovský

## **APPENDIX 1**

### **LIST OF DOCUMENTS TO BE SUPPLIED WITH THE APPLICATION**

*First PDF scanned file, in the following order of documents (MAX 5MB):*

- Application form with formal declaration (Appendix 2), signed and dated
- Cover letter of maximum 3 pages, written in English or French
- An up-to-date detailed CV (in Europass format see: <http://europass.cedefop.europa.eu>), written in English or French,
- Appendix 3 "Requests for review – appeals – complaints to the European Ombudsman – equal opportunities – access to documents – protection of personal data", signed and dated to acknowledge receipt.
- Copy of passport or national identity card

*Second PDF scanned file (MAX 5 MB):*

- Table of content of the supporting documents
- Copies of supporting documents relating to the studies, professional experience including current post and language certificates.

PLEASE DO NOT PROVIDE MORE DIPLOMAS OR PROFESSIONAL CERTIFICATES THAN REQUIRED AT THIS STAGE OF THE PROCEDURE AND BE AWARE OF THE FACT THAT ALL E-MAILS OF MORE THAN 10MB MIGHT BE AUTOMATICALLY REJECTED BY THE SERVER.

INCOMPLETE APPLICATIONS WILL BE AUTOMATICALLY REJECTED.

**APPENDIX 2**

**RECRUITMENT NOTICE NO.....**

**APPLICATION FORM**

I hereby submit my application for the above-mentioned **selection procedure**.....

**Full name:** .....

**Contact email:**.....

**Contact mobile telephone number:**.....

Language skills:

1) Mother tongue:.....

2) Additional languages:.....

**FORMAL DECLARATION**

I declare that the information and all the documents provided in my application are both truthful and complete.

I declare on my honour that:

- i. I am a national of one of the Member States of the European Union;
- ii. I enjoy my full rights as a citizen;
- iii. I have fulfilled any obligations imposed by the laws concerning military service;
- iv. I am able to produce the appropriate character references as to my suitability to perform the duties envisaged;
- v. as far as I am aware, I meet the physical fitness conditions required for the performance of the duties envisaged.

I am aware:

- that my application will be rejected if I do not send the requested documents in accordance with the instructions specified in the recruitment notice;
- that any false declaration will cause the automatic annulment of my application.

Date: .....

Signature:

### **APPENDIX 3**

#### **PROVISIONS REGARDING**

#### **REQUESTS FOR REVIEW – APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN – EQUAL OPPORTUNITIES – ACCESS TO DOCUMENTS – PROTECTION OF PERSONAL DATA**

##### **REQUESTS FOR REVIEW:**

You can request a review if:

- the recruitment panel has failed to abide by the provisions governing the selection procedure;
- the recruitment panel has failed to abide by the provisions governing its work.

Please note that the recruitment panel enjoys a broad measure of discretion in assessing whether and to what extent your answers are correct or incorrect. It is therefore not worth contesting your marks unless there has been a manifest error in law or in fact.

You must submit your duly substantiated request within five working days of the date of dispatch of the rejection email. The address is the same as for submitting applications. The HR department will forward your letter to the recruitment panel members, who will examine it and reach a decision within five working days.

In the subject line of your letter, please quote:

- the recruitment notice number,
- "request for review" ("*demande de réexamen*"),
- the stage of the selection concerned (non-admission, final result, etc.).

##### **APPEALS:**

At any stage of the selection procedure, if you believe that the CoR or the recruitment panel has acted unfairly or not respected the provisions of the recruitment notice, and that you have been disadvantaged as a result, you can lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, by sending an e-mail to the secretary-general at the same functional address:

[recruitment@cor.europa.eu](mailto:recruitment@cor.europa.eu)

In the subject line of your letter, please quote:

- the recruitment notice number,
- "complaint Article 90(2) of the Staff Regulations" ("*réclamation article 90, paragraphe 2, du statut*"),
- the stage of the selection concerned (non-admission, final result, etc.).

Please note that the recruitment panel enjoys a broad measure of discretion.

It is not worth submitting a complaint against a decision by the recruitment panel, as they operate completely independently and their decisions cannot be overturned by the Authority empowered to conclude contracts of the institution. That broad measure of discretion is subject to checks only in the event of a clear violation of the rules governing their work. In that event, a decision by the recruitment panel may be challenged directly

before the Court of Justice of the European Union without a complaint having first been lodged under Article 90(2) of the Staff Regulations. An appeal can be lodged under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations with the

General Court  
Boulevard Konrad Adenauer  
2925 Luxembourg  
Luxembourg

For details of how to submit an appeal, please consult the website of the General Court ([https://curia.europa.eu/jcms/jcms/Jo2\\_7033/en/](https://curia.europa.eu/jcms/jcms/Jo2_7033/en/)).

For both procedures, the time limits start to run from the date you are notified of the decision which is the subject of the appeal.

### **COMPLAINTS TO THE EUROPEAN OMBUDSMAN**

Like all citizens of the European Union, you may lodge a complaint with the:

European Ombudsman  
1, avenue du Président Robert Schuman  
CS 30403  
67 001 Strasbourg  
France

<http://www.ombudsman.europa.eu/media/en/default.htm>

Please note that complaints made to the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for lodging complaints or appeals with the General Court under Article 270 of the Treaty on the Functioning of the European Union. Similarly, please note that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

### **EQUAL OPPORTUNITIES**

The CoR will take care to avoid any form of discrimination during the selection. It applies an equal opportunities policy and accepts applications without any discrimination based on sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

Applicants with a disability are invited to indicate any special needs they may have to the email address [recruitment@cor.europa.eu](mailto:recruitment@cor.europa.eu). This request will be handled in complete discretion, and no record of it will be kept.

### **REQUESTS FROM APPLICANTS FOR ACCESS TO DOCUMENTS DIRECTLY CONCERNING THEM**

Applicants have a specific right of access to certain information concerning them directly and individually.

Applicants admitted to the tests may obtain, on request, a copy of their individual assessment sheet including the recruitment panel's remarks on their performance. All requests for copies must be made within one month of the date on which the email notifying the decision to end the applicant's participation in the selection was sent. The information will however only be provided to applicants after the recruitment panel has established the list of suitable applicants for recruitment.

Requests will be dealt with in accordance with the requirement for the work of the recruitment panel to be confidential and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

### **PROTECTION OF PERSONAL DATA**

The CoR, as the body responsible for organising this selection, shall ensure that applicants' personal data is processed in strict compliance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union's institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1274/2002/EC (Official Journal of the European Union L 295/39, 21.11.2018), particularly as regards confidentiality and security.

The CoR Data Protection Officer provides an independent advisory function as regards the application of Regulation 2018/1725 and is required to keep a central register of all the records of processing activities on personal data carried out by the institution.

Personal data will be collected and processed solely for the purpose of organising this selection and managing the resulting list of suitable applicants (including aspects relating to any internal or external audits or any legal proceedings relating to the selection); where relevant, certain data will be added to the personal file of successful applicants who become officials.

The recipients of the data are:

- the staff in charge of the recruitment procedure within the Directorate for Human resources and finance;
- the members of the selection panel;
- where applicable, the Legal Service;
- where applicable, the internal audit service, the Court of Auditors, the disciplinary authorities, OLAF and the Court of Justice.

Applicants have a right of access, rectification, blocking, erasure and objection (e-mail: [recruitment@cor.europa.eu](mailto:recruitment@cor.europa.eu)) on request for the rights of access and rectification.

Applicants have access to their applications, for which they have a right of rectification:

- with regard to the documents demonstrating eligibility, up until the closing date for applications;
- with regard to identity data, with no time limit.

Right of blocking, objection and erasure: within five working days of receipt of the request.

Documents relating to the selection procedure (including those relating to the rejected applicants) will be kept by the responsible department in the administration for five years following recruitment of suitable applicant(s) (this period is justified by the need to be able to respond to a possible audit procedure).

With regard to successful selection procedure applicants who have not been recruited, documents concerning them that were obtained when they registered for the selection will be kept for two years after the list expires.

With regard to successful applicants who are recruited, the documents concerning their selection, their application file and a copy of the list will be placed in their personal files.

Any documents concerning a request relating to a disability will be destroyed after the end of the procedure, unless the said request resulted in costs being incurred, in which case they will be kept for five years (this period is justified by the need to be able to respond to a possible audit procedure).

Once the retention period has elapsed, the documents will be destroyed.

Applicants' attention is drawn to the fact that they have the option of contacting the CoR's Data Protection Officer (DPO): [data.protection@cor.europa.eu](mailto:data.protection@cor.europa.eu), and of contacting the European Data Protection Supervisor at any time: [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

Received by the applicant:

Date: .....

Signature: .....