



**European Committee
of the Regions**

Brussels, 23/03/2018

VACANCY NOTICE No COR/AST3-AST7/ 16 /18
concerning a post of
ASSISTANT (M/F)
in the Directorate for Communication

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

1. **Vacancy:** **AST 3 – AST 7**

Type of post: ASSISTANT

2. **Working environment:**

Who we are:

"All politics is local" and nowhere is this more true than in the European Union. The Committee of the Regions (CoR) brings together elected members from Europe's cities, regions and local authorities. Our mission in the CoR Communication Directorate is to serve the political communication needs of those politicians in the EU, who are closest to the people. In this context the Directorate is responsible for developing and implementing concepts and strategies to highlight the results of the CoR's legislative and political activities through various communication tools such as media relations, conferences and events, digital communication including web-based communication and social media, and publications.

With roughly 50 staff and an annual budget of EUR 2 million, our work is concentrated in three units:

- a) Unit D.1, the media relations team pursues positive visibility for CoR members;
- b) Unit D.2, our events unit serves not just the CoR, but the broader inter-institutional cause of explaining the European Union and offering networking space to regions and cities;
- c) Unit D.3, the social, digital media and publications unit connects the CoR members and their localities with the EU institutions in Brussels.

Equally important, the Directorate is responsible for measuring and mainstreaming the communication across the CoR.

What we offer:

- A convivial and dynamic working environment in which autonomy, a sense of initiative, team spirit and flexibility are highly valued;
- A varied, enriching work with numerous contacts inside and outside the directorate;
- The opportunity to work closely with different stakeholders inside and outside of the CoR.

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

We are looking for an assistant to work within the budget and finances team part of the Communication Directorate.

The Communication Directorate measures the cost effectiveness of its operation. If you have an interest in closer links between finance and operations we would particularly encourage you to apply.

4. **Duties:**

Reporting directly to the Director and as part of a team of 3, the post requires strong aptitude for carrying out specific budget and financial tasks in order to ensure sound financial management.

More specifically, the official will be required to manage the following areas of activity:

- For budget lines for which he/she is appointed Financial Initiating Agent, initiate financial files for the purposes of validating budgetary and legal commitments, payments, estimates of amounts receivable and recovery orders in compliance with the Financial Regulation, its Rules of Application, the Internal Rules for the implementation of the budget and all other applicable rules and procedures, in order to ensure the legality and regularity of operations.
- Monitor budget planning and execution (commitment and payment consumption) in cooperation with the operational service(s).
- Assist colleagues and contractors in correctly applying financial procedures, including coaching and/or training.
- Report any issue relating to non-compliance with rules or procedures to the Authorising Officer by Sub-delegation and prepare financial exception reports, where necessary.
- Prepare Calls for Tenders in cooperation with Operational Initiating Agents, in particular with regard to the financial aspects. Analyse the financial aspects of tender documents in the context of public procurement procedures. Ensure that contracts are registered in the designated register.
- Handle the financial aspects of contract management, in particular the monitoring of contract consumption. Ensure that all financial files and contracts are archived.
- Provide assistance with drawing up annual activity reports and disclosing information for the purposes of internal audits and to the Court of Auditors. Produce statistical reports in the Business Objects programme (ABAC Datawarehouse).
- Keep budgetary monitoring tables for staff and management up-to-date.
- Update budgetary procedures and put forward proposals on the application of Internal Control Standards relating to budgetary issues.

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 Committee of the

Regions must prove that he or she is an established official or a successful candidate in an EPSO competition for an appropriate grade.

6. **Qualifications and skills required:**

- Thorough knowledge of an official language of the European Union and satisfactory knowledge of another official language of the European Union. For functional reasons, thorough knowledge of French or English is required. Knowledge of other languages of the European Union would be an asset;
- Good knowledge of the financial rules (essentially, the Financial Regulation, its implementing rules, the rules on public procurement);
- Experience with management of framework contracts and external service providers
- Legal, accounting, economic/statistical or administrative training;
- Profound knowledge of Excel;
- knowledge of the IT applications of the European institutions would be an asset (ABAC, SAP Business Objects Infoview, SYSPER, AGORA...);
- Ability to work as part of a team;
- Ability to work well under pressure and to meet deadlines;
- A very good capacity for summary and analysis (ability to distinguish the essential from the inessential and to identify areas of risk);
- Oral and written communication skills;
- Good interpersonal skills and diplomacy.

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 Committee of the Regions 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 Committee of the Regions 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 institution of origin;
- **Applicants who have passed an EPSO competition** for officials: number of EPSO competition, candidate number, proof of passing an EPSO competition for the function group and grade mentioned in this vacancy.

8. **Closing date:** **20/04/2018 at midday (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) and finally applications from candidates who have passed an EPSO competition¹.
- The post will be filled according to budgetary availabilities.

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

(signed)

Jiří Buriánek

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"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."