



**European Committee
of the Regions**

Brussels, 15/05/2018

VACANCY NOTICE No COR/AST3-AST7/20/18

concerning a post of

ASSISTANT (M/F)

Directorate for Human resources and finance

General administration and public procurement Unit

Internal control

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

1. **Vacancy:** AST3 – AST7

Type of post: ASSISTANT

2. **Working environment**

The General Administration and public procurement unit ensures compliance when applying/implementing the Financial Regulation and the internal control standards. It coordinates planning documents and reporting documents for the Committee of the Regions (CoR) for the planning, implementation and follow-up of the daily work of all of the general secretariat. It contributes to the improvement of internal control measures aiming to reduce management and implementation risks, in particular in public procurements. It monitors and develops the effectiveness of the internal control system. It serves the institution for other administrative matters such as missions and the infrastructure liaison office.

3. **Brief description of main responsibilities**

- Provide assistance in coordinating the effective implementation and monitoring of internal control systems and procedures within the CoR.
- Carry out the tasks of Local Profile Manager (LPM).

4. **Duties**

The official's main tasks as assistant in the internal control service will include:

- Coordinating activities that promote and contribute to the effective implementation of internal control standards requirements;
- Coordinating exercises to assess the effectiveness of internal control systems, in particular through procedural ex post control, self-assessment and compliance exercises;
- Preparing working group meetings on internal control standards and following up on the measures/recommendations adopted;
- Drafting notes to improve the CoR's internal control environment and update the service's intranet pages;
- Providing training courses in the field of internal control to promote internal control awareness among staff;
- Providing assistance in drafting documents related to planning and reporting, in particular the Annual Management Plan and the Annual Activity Report of the CoR;
- Managing the exceptions register and the register of procedures;
- Managing the archiving of internal control documents;
- Managing the internal control service's folders on the Unit's shared-drive.

The official's main tasks as LPM will include:

- Preparing decisions appointing financial actors and related notifications;
- Reviewing lists and related documents of agents appointed by the Authorising Officers by subdelegation;
- Managing and reporting on access rights for ABAC Security, EDES and ABAC programmes.

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 an EPSO competition for officials of an appropriate grade.

6. **Qualifications and skills required**

- Professional experience related to the tasks described above (internal control, financial management, audit, legal counsel);
- Good knowledge of the Financial Regulation applicable to the general budget of the European Union and its Rules of Application;
- Sound knowledge of EU institutions and policies;
- Proven planning and organising skills;
- Ability to maintain accuracy and speed under pressure;
- Proactive approach, adaptability and a service oriented attitude;
- Very good communication skills and ability to establish good working relationships with others

- in a spirit of teamwork;
- Good knowledge of the most common IT tools (Word, Excel, Outlook, Internet, SharePoint);
 - Affinity with and experience in IT (managing webpages, use of ABAC or other IT tools) would be considered an asset;
 - Professional experience in drafting documents would be considered an asset;
 - Good understanding of the functioning of the CoR, its internal procedures and the legal framework would be considered an asset;
 - 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.

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 Committee of the Regions): 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 Committee of the Regions): 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: EPSO 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: 12/06/2018 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) and finally applications from candidates who have passed an EPSO competition¹.

- 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.

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

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 their 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.