



**European Committee
of the Regions**

Brussels, 18/05/2018

VACANCY NOTICE No COR/AST3-AST7/22/18

concerning a post of

ASSISTANT (M/F)

Directorate A – Members and Plenaries

Unit A1 Services to Members and eCoR

eCoR and IT coordination sector

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 Services to Members and eCoR Unit in the Directorate for Members and Plenaries of the Committee of the Regions (CoR) is tasked with offering members a unique access point to different services (financial, logistical, IT services, general information helpdesk), relying mostly on online solutions (eCoR). In this context, the eCoR sector is, among other things, responsible for digital business projects, coordination of IT priorities, daily management of the myCoR intranet and improving and promoting internal communication in close cooperation with the IT department.

The myCoR intranet is the main tool for internal communication on matters relating to staff. It also has a document/content management system that allows teams to publish and gather work-related documentation.

KIKLOS is a pioneering political communication platform, powered by the CoR, which helps create, edit, plan and communicate the political content of the CoR during the legislative cycle. Its interinstitutional content also provides the CoR staff and members with easy access to other ongoing political debates in the European institutions.

3. **Brief description of main responsibilities**

The official will act under the direct authority of the head of sector and under the responsibility of the head of unit. They will be carrying out duties relating to business process analysis and design, political work and internal communication workflow studies and content management. The official will contribute mainly to the development of the myCoR intranet and the KIKLOS political communication platform within cross-functional teams to design, build and roll-out products and services that deliver on the institution's vision and strategy.

4. **Duties**

Designing and developing the KIKLOS political communication platform

- Carrying out business analysis and conducting research;
- Reviewing product specifications and requirements with stakeholders;
- Providing source data and defining product communication objectives;
- Monitoring the scope of the platform and its delivery on the roadmap;
- Translating product strategy and new features (concept) into detailed requirements (design) and prototypes available for testing;
- Drafting documentation and following development and implementation;
- Scoping and prioritising activities based on business and user impact;
- Applying project management principles (familiarity with PM²);
- Organising meetings with users and stakeholders.

Designing, managing and developing the myCoR intranet

- Carrying out qualitative and quantitative research (using metrics software and other techniques such as Personas) and reporting on performance;
- Proposing new actions, new user scenarios/features and designing solutions to improve Key Performance Indicators (KPIs) and other metrics;
- Designing new wireframes (prototypes) to make decisions regarding user interaction, navigation schemes and user experience flows;
- Developing the User Experience/User Interface Strategy: using the main insights from adoption, usage and conversion of myCoR to propose new versions and improvements;
- Information architecture and content cataloguing;
- Front desk and end user support;
- Web content editing.

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 they are an established EU official or a successful candidate in an EPSO competition for officials of 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, a very good knowledge of French or English is required. Knowledge of other EU languages would be an advantage;
- Relevant professional experience in the area of product/services design and communication;
- Good knowledge of content management systems (CMS);
- Good knowledge of MS Office and Adobe Illustrator would be an asset;
- Ability to understand cross-functional business needs and translate them into tangible online solutions;
- Reporting and presentation skills;
- Knowledge of IT applications commonly used in the European institutions would be an asset;
- Team player;
- Oral and written communication skills;
- Ability to work well under pressure and to meet deadlines;
- Good interpersonal skills and openness;
- Integrity and discretion.

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:** **15/06/2018 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 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 which prohibits 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 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 they wish to transfer.