



**European Committee
of the Regions**

Brussels, 22 May 2018

VACANCY NOTICE No COR/AST3-AST7/23/18

concerning a post of

ASSISTANT (M/F)

in the Directorate for Communication

Events Unit

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

1. **Vacancy:** AST3 – AST7

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 Directorate for Communication 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 around 53 staff members 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 who will be part of Unit D.2 Events, and in particular of the team implementing the Reflecting on Europe initiative. If you are looking for a role which comprises development and implementation of local events as citizens' dialogues on the future of Europe, communication activities supporting the events, support to other major CoR communication projects, as well as relations with other EU institutions and partners, we hope you will apply.

4. **Duties:**

- Assisting with organising conferences and local events including their evaluation process. Liaise with internal and external events partners and service providers;
- Ensuring the online communication of events and contributing to forward planning for events;
- Assisting with reporting and budget monitoring;
- Cooperation with the CoR services, other EU institutions and bodies, regional and local partners;
- Contribution to drafting reports, information notes and presentations;
- Management of the functional mailbox and of tools related to events' organisation.

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 CoR 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:**

- Excellent organisation and coordination skills, respect of deadlines, ability to set priorities, political awareness;
- Ability to handle diverse activities and deliver high quality results;
- A sound grasp of drafting/editorial skills;
- Capacity to stay at the forefront of new trends in the area of communication; experience in working on web and social media, online tools and innovative communication strategies;
- Experience with managing budgets and good knowledge of the financial rules applicable to the general budget of the European Union and of their rules of application;
- Real motivation, good sense of ownership for tasks and deliverables, team spirit and capacity to work well even under pressure;
- Good knowledge of the activities and political priorities of the CoR;

- Solid grasp of Word, Excel, PowerPoint, Share point and ability to learn to use other specific IT applications and online tools, in particular those facilitating online participation;
- Thorough knowledge of one official EU language and a satisfactory knowledge of a second language of the European Union. For functional reasons, a very good knowledge of English or French is required. Knowledge of other official EU languages 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 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 for applications: 12 June 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.

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.

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