



**European Committee
of the Regions**

Brussels, 2 October 2018

VACANCY NOTICE N° COR/AST3-AST7/36/18

concerning a post of

ASSISTANT (M/F)

Directorate for Human Resources and Finance

General administration and public procurement unit

Public procurement

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 is part of the directorate for Human Resources and Finance, composed of 4 operational units comprising approximately 65 officials and agents. The General administration and public procurement unit serves the Committee with a number of important services: internal control, planning & reporting, missions, mobility, verification and public procurement. It's a dynamic team of 17 officials representing a variety of EU countries, languages and cultures.

Created in 2015 in a broader reform of the Committee of the Regions (CoR) organisational chart, the central Public procurement sector (PPS) has as a mission to organise efficient public procurement procedures. The PPS, which is part of the General administration and public procurement unit, is entrusted with the coordination of the procedural and administrative aspects of public procurement procedures initiated by the operational services of the CoR.

3. **Brief description of the principal responsibilities**

Under the authority of the Head of unit and Head of sector, the official will be responsible for providing assistance to initiating services and authorising officers in the domain of procedures leading to the award of contracts.

4. **Nature of the tasks**

The principal tasks to be undertaken in the area of calls for tender launched by the CoR:

- contribution to the establishment of tender specifications;
- finalisation of procurement documents;
- participating in the evaluation of request for participation/offers;
- monitoring of procurement procedures, until finalisation;
- assistance to the initiating services and authorising officers in launching and follow-up of public procurement procedures;
- liaison with the Legal service concerning procurement procedures and contracts.

Assistance to the initiating services and authorising officers regarding legal aspects of the implementation of contracts.

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 required**

- Knowledge of the Financial Regulation and of the norms and procedures concerning tender procedures and contracts;
- good knowledge of the use of computer tools and in particular Excel and Word;
- thorough knowledge of one official language of the European Union and satisfactory knowledge of another official language of the European Union. For functional reasons, a thorough knowledge of English or French is required, knowledge of other languages of the European Union would be an asset.

Requested abilities and competences

- Service mindedness and sense for human contacts;
- good team spirit and ability to work autonomously;
- sense of initiative, organisational and coordination abilities;
- ability to prioritise, even when under pressure;
- flexibility, adaptability and availability;
- sound analytical, drafting and communication skills;
- precision and attention to detail;
- confidentiality 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 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 one grade below the minimum range of grades defined for this vacancy. The applicant must have occupied this 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 12 November 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.

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 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."

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