



**European Committee  
of the Regions**

Brussels, 11/03/2019

**VACANCY NOTICE No COR/SC1-SC2/11/19**  
concerning a post of  
**SECRETARY/CLERK (M/F)**  
in the Directorate for Legislative Work 2  
COTER Commission  
Commission for Territorial Cohesion Policy and EU Budget

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

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1. **Vacancy:** SC1-SC2

**Type of post:** SECRETARY/CLERK

2. **Working environment:**

The Commission for Territorial Cohesion Policy and EU Budget (COTER) is part of the Directorate for Legislative Work 2 of the Committee of the Regions (CoR).

The Directorate for Legislative Work 2 hosts three commissions and prepares the political messages of the institution by assisting members in drawing up CoR's opinions, supporting the political process within the Bureau and Plenary Session and organises commission meetings and external events. The key mission of the Directorate is to promote the effective involvement and contribution of the CoR in the EU decision-making process.

It plays a key role in framing and implementing the CoR's institutional and political strategies, managing the core business of the institution. An important element of this work is to ensure the follow-up of CoR opinions and to promote and monitor their impact.

Within its remit, the Directorate also manages the legislative planning of the institution and of its related political activities, based on the political priorities of the institution and respecting the interinstitutional deadlines. It is responsible for ensuring an effective communication with institutional stakeholders such as European associations of local and regional authorities.

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

The official will be responsible for providing administrative and secretarial support to the work of the COTER Commission.

#### 4. **Duties:**

The main tasks include administrative and secretarial support in the following domains:

- operational coordination of activities within the COTER Commission secretariat;
- organisation of Commission meetings and events, ensuring logistical requirements;
- preparation of opinions by consolidating, processing and formatting opinions;
- processing amendments and revising texts;
- typing and formatting of letters and other administrative documents relating to the activities of the Commission.

#### 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 to a permanent position within the CoR must prove that he/she is an established official of the European Union or a successful candidate in either an EPSO competition for officials or a CoR internal competition of an appropriate grade<sup>1</sup>.

#### 6. **Qualifications and skills:**

- Thorough knowledge of an official language of the European Union and at least a satisfactory knowledge of another official language of the European Union. For functional reasons, knowledge of French or English is required. Knowledge of other languages of the European Union would be an asset;
- Good drafting and analytical skills;
- Good knowledge of current IT applications;
- Good sense of organisation and good communication skills;
- Good ability to work in a team;
- Ability to prioritise and work under pressure.

#### 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 coverletter** 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;
- 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 his or her 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;
- Applicants who have passed an **EPSO competition for officials or a CoR internal competition**: number of EPSO/CoR competition, candidate number, proof of passing an EPSO/CoR competition for the function group and grade mentioned in this vacancy.

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<sup>1</sup> Candidates on EPSO reserve lists which are not available to the CoR will not be considered.

8. **Closing date: 29/03/2019 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)<sup>2</sup> and finally applications submitted under Article 29(1)(c) from candidates who have passed an EPSO competition and/or internal competition;
- The post will be filled if 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 when 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 six weeks of the closing date, please consider your application unsuccessful.**

The personal data in applicants' files will be processed 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."