



**European Committee
of the Regions**

Brussels, 11/03/2019

VACANCY NOTICE No CDR/ SC1-SC2/12/19

concerning a post of

SECRETARY/CLERK (M/F)

in the Directorate for Legislative Work 2

Commission for Economic Policy (ECON)

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

1. **Vacancy:** SC1 – SC2
Type of post: SECRETARY/CLERK
2. **Working environment:**

This Commission for Economic Policy (ECON) is one of three units that make up the Directorate for Legislative Work 2. The main tasks of the Directorate is to prepare the political messages of the institution by assisting members in drawing up the Committee of the Regions' (CoR) 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 decision-making process of the European Union (EU).

The ECON Commission specifically focuses on policy areas related to international trade, competition and public procurement; the single market, industrial and entrepreneurship policy; investment and banking. It monitors the cycle of the European Semester and the long-term EU strategy for a sustainable Europe by 2030.

The ECON Commission is also in charge of the day-to-day coordination of the Network of Regional Hubs for EU policy Implementation Review (RegHub), a 2-year pilot project taken up as a recommendation by the Subsidiarity Task Force of President Juncker, as a central part of a new way of working in EU law making.

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

Under the supervision of the Head of Unit, the official will be responsible for supporting colleagues of the RegHub team and of the ECON Commission in general, as described under point 4.

4. **Duties:**

The official will join the ECON Commission as secretary/clerk providing administrative and organisational support to the work of administrators, with a particular focus on the work of the RegHub team, which consists of around 4 team members. Generally, the official will:

- support the work of the RegHub team by providing administrative and logistical organisation for activities and events, in coordination with other departments, units, directorates and external stakeholders. This includes drafting and processing correspondence, planning ahead and keeping track of deadlines, maintaining contact lists, and responding to a variety of tasks as requested by the team members;
- act as contact point between external and internal stakeholders for the RegHub team; manage the electronic filing system for the RegHub team as well as its functional mailbox;
- provide general administrative support to the legislative work of the ECON Commission by working closely with administrators in charge of CoR opinions, coordinating the preparation and follow up of official documents and correspondence, managing translation requests, processing amendments, and keeping track of deadlines;
- act as backup, whenever necessary, to the other assistants of the unit and carry out tasks as assigned by the Head of Unit.

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 grade¹.

6. **Qualifications and skills required:**

- Professional experience relevant to the duties is desirable.
- Good verbal and written skills, in particular to communicate with politicians and high-level stakeholders.
- Ability to prioritise when working under pressure.

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

- Proven ability to organise work efficiently, to keep track of various tasks and to follow through.
- Reliable, proactive, and able to work as part of a team.
- Openness and willingness to learn and to cooperate with colleagues inside and outside the unit.
- Knowledge of the functioning of the European Union institutions in general would be an asset.
- Thorough knowledge of one official language of the European Union (EU) and at least satisfactory knowledge of another official language of the EU. Knowledge of other EU languages would be an advantage. For functional reasons, a very good knowledge of English or French and at least a good knowledge of the other of these two languages are required.

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;
- 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.

8. **Closing date for applications: 01/04/2019 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)² 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 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

"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."