



**European Committee
of the Regions**

Brussels, 21 March 2019

VACANCY NOTICE N° CDR/SC1-SC2/16/19

concerning a post of

SECRETARY/CLERK (M/F)

in the Directorate for Members and Plenaries

Statutory Bodies and Meetings Unit

Registry Sector

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:**

The Directorate for Members and Plenaries consists of three units with a total of 66 officials and other staff members. The Directorate is the main contact point for members with regard to their rights and obligations, as well as their working environment and political activities during their term of office at the Committee of the Regions (CoR). Its main areas of responsibility are:

- providing timely, appropriate and efficient support and assistance (legal, financial and operational) to members and to the hierarchy, in full compliance with the CoR's procedures and Rules of Procedure;
- providing timely and efficient support (and human, logistical and interpreting resources) for the organisation of the CoR's meetings and other events in Brussels and elsewhere, allowing the CoR to achieve its political objectives;
- providing support, assistance and coordination in a number of horizontal areas relating to the internal working environment of the CoR: legal assistance, operational procedures, documentation and media centre (archives, eLibrary, etc.), IT.

In line with the recently updated organisational chart, the Directorate is organised as follows:

- Unit A.1 "Services to members and eCoR" brings together in one unit a general information helpdesk for members (one-stop shop), financial, logistical and IT services, and the documentation and media centre;
- Unit A.2 "Statutory bodies and meetings" comprises the registry, logistical coordination of all CoR meetings, the multimedia technicians and the ushers;

- Unit A.3 "Legal affairs", whose role is to provide legal advice to the CoR's bodies and their services, and to represent the CoR in all court cases. The Legal Service is the CoR's in-house legal adviser.

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

Under the responsibility of the Head of unit and of the Head of sector, the official will be responsible for providing administrative and clerical support in the organisation of the CoR's Bureau and plenary sessions.

4. **Duties:**

The official's main tasks will include:

- providing administrative support to members, and in particular ensuring that the rules relating to members' attendance at meetings are implemented and applied (including answering general questions from members concerning the Bureau, plenary sessions and their terms of office, in accordance with the CoR's various regulations);
- sending documents related to organisation of the Bureau and plenary sessions to members; other contact with members, including drawing up and sending notices of meeting and agendas for Bureau meetings and sessions (other institutions, permanent representations, etc.);
- coordinating the drafting and submission for translation of all documents related to the meetings of the Bureau, to extraordinary Bureau meetings and to plenary sessions, ensuring quality control;
- providing appropriate assistance to members during Bureau meetings and plenary sessions, by helping to prepare urgent documents (such as forms for electing Bureau members, amendments to urgent resolutions);
- ensuring the operational management of procedures related to the members' attendance at meetings of the Bureau, at plenary sessions and at extraordinary Bureau meetings, in particular managing their attendance at these meetings and sessions (including the list of delegated voting rights), drawing up the floor plan and handling requests for temporary badges and for access to Bureau meetings and the plenary session, in close cooperation with the security service;
- helping to organise extraordinary Bureau meetings (relations with local partners, managing and monitoring meeting sign-ups);
- operational coordination, both internally and with other services (translation, infrastructure, security);
- providing administrative assistance to the administrators of the unit, including by preparing the statement of Bureau decisions, drafting minutes of Bureau meetings and plenary sessions, sending urgent resolutions to the institutions, to the permanent representations and to the ad hoc recipients, drawing up records of the proceedings for the adoption of opinions and resolutions, standardising procedures in the unit.

It should be noted that these duties may require considerable flexibility in terms of working hours.

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:**

- Thorough knowledge of one official language of the European Union (EU) and satisfactory knowledge of another official EU language. For functional reasons, knowledge of French and English is required and knowledge of another EU language is desirable;
- thoroughness and an eye for detail;
- aptitude for organisation and coordination;
- adaptability and ability to work well independently;
- team spirit and a good ability to work together with other departments and institutions;
- sense of initiative.

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 CoR 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 CoR 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 or applicants who have passed and CoR internal competition**: number of competition, candidate number, proof of passing an EPSO competition or an internal competition for the function group and grade mentioned in this vacancy.

8. **Closing date: 8 April 2019 at midday (Brussels time)**

9. **Comments:**

- The appointing authority will first consider applications submitted under Article 29(1)(a) of the Staff Regulations, then applications submitted under Article 29(1)(b) (inter-institutional transfer) and finally

¹

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

applications from candidates who have passed an EPSO competition^{2[2]} and/or internal competition; by derogation from paragraph (1)(a) of Article 29 of the Staff Regulations, laureates of internal competitions published under Article 29(3) of the Staff Regulations will be considered in parallel with transfers of officials within the institution.

- The post will be filled according to budgetary availabilities.

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

[2]

"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."