



**European Committee
of the Regions**

Brussels, 17/04/2019

VACANCY NOTICE No CDR/SC1-SC2/23/19

concerning a post of

SECRETARY/CLERK (M/F)

in the Directorate for Communication

Social and digital media, publications unit

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:**

Who are we?

"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 Communication Directorate 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 some 50 staff and an annual budget of around EUR 2 Million, our work is concentrated in three units:

- a) Unit D.1, the Press officers and relations with the media unit 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, publications unit connects the CoR members and their localities with the EU institutions in Brussels.

What do we offer?

- A convivial, dynamic working environment where a sense of initiative and team spirit are valued;
- A varied, enriching work with numerous contacts inside and outside the unit;
- The opportunity to work on communication files in parallel to administrative tasks (digital and publication);
- The possibility of flexible working hours and of personal and professional development.

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

The official will be assigned to the **Social and digital media, publications** unit (D.3) and support its secretarial, administrative as well as communication work.

4. **Duties:**

Under the authority of the Head of unit, our new colleague will assume responsibility in particular for the following tasks:

- Providing administrative support and performing routine secretarial tasks (managing the agenda, drafting memos, managing correspondence and documents, minutes of meetings, filing, etc.);
- Providing administrative support in connection with human resources management duties (leaves, absences, training, staff reports, etc.);
- Maintaining contact with the other services within the directorate and carrying out certain internal coordination tasks (organising and planning meetings, etc.);
- Monitoring the deadlines of the different dossiers dealt with by the unit;
- Attending meetings, seminars and working groups;
- Taking on various other administrative assistance tasks;
- Publishing articles on the Internet and the Intranet sites of the CoR using our Web Content Management System (currently SharePoint);
- Managing translation requests;
- Coordinating replies to email inquiries by citizens and alike;
- Ensuring the Wikipedia pages related to the CoR are up-to-date;
- Taking on various other communication assistance tasks;
- Sending out printed material and contact CoR sending services to follow up files;
- Managing publication stock;
- Presenting publications at CoR Infopoint;
- Taking on various other publication and pre-press assistance tasks.

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.

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

6. **Qualifications and skills required:**

- Good understanding of the activities of the European Union and the CoR;
- Sense of initiative and good organisational skills;
- Relevant professional experience;
- Thorough knowledge of the usual IT tools (Word, Excel, Outlook, PowerPoint, Adonis, Adobe, databases, etc.);
- Experience in web publishing under SharePoint would be an asset;
- Experience in coordinating translation requests and files;
- Experience in managing an information point would be an asset;
- Availability and flexibility (particularly in terms of working hours);
- Thorough knowledge of one official language of the European Union and a satisfactory knowledge of another official language of the European Union. For functional reasons, a very sound knowledge of French or English is 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 CoR): 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 CoR): 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:** **17/05/2019 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 applications from candidates who have passed an EPSO competition² 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. 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.

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

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."