



**European Committee
of the Regions**

Brussels, 5 February 2019

VACANCY NOTICE No CDR/ SC1-SC2/3/19
concerning a post of
SECRETARY/CLERK (M/F)
in the Directorate for Legislative Work 2
SEDEC Commission

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:**

Consisting of a team of sixteen officials, agents and seconded national experts, the SEDEC commission deals with all aspects related to Social Policy, Education, Employment, Research and Culture.

The key mission of the Unit is to prepare and provide the necessary resources and instruments for the Committee of the Regions (CoR) to fully play its advisory role in the EU legislative and political process.

It assists the Members in drawing up SEDEC opinions supporting the political process within the Bureau and Plenary Session and is responsible for supporting follow-up and impact evaluation activities.

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

Under the supervision of the Head of Unit, the official will be responsible of the commission secretariat as described under point 4.

4. **Duties:**

The official will be mainly responsible for:

- Contributing to the good functioning of the SEDEC commission of the CoR by preparing the ongoing work programme, relevant dossiers and official letters;
- Formatting CoR opinions, finalising and transmitting them for translation by respecting the internal procedures and deadlines;
- Verifying that the amendments submitted by CoR members are receivable and putting them in order before each vote;
- Collaboration with the commission administrators in the organisation of meetings (both internal and external). Maintaining permanent contact with the SEDEC members/chair and hosting counterparts for all aspects relating to the events organised by the commission;
- Administrative and logistical coordination of the activities with other departments, units, directorates and external actors related to the work programme and meetings of the SEDEC. Assist in the organisation of meetings with the European Commission, European Parliament and /or other key stakeholders;
- Assist the members with queries concerning reimbursements/documents, etc.;
- Keeping track of the relevant statistics of the unit and reporting about them;
- Implementing, interpreting and applying administrative rules, instructions, procedures and operations of the SEDEC commission and the CoR in general.

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, every applicant for a permanent position within the CoR must prove that he/she is an established EU official 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:**

- At least three years' working experience in the field of general administration;
- Knowledge of the various spheres of activity of the CoR and of the European Union institutions' functioning in general;
- Active personality with an interest in highly dynamic and political work. Ability to take initiatives on the basis of general directives;
- Thorough knowledge of one official language of the European Union (EU) and at least satisfactory knowledge of another official language of the EU. For functional reasons, a very good knowledge of English or French is required. Knowledge of other EU languages would be an advantage;
- Good drafting and communication skills;
- Good organisational skills and output driven.

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

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;
- **For applicants who have passed an EPSO competition** for officials: EPSO competition number, candidate number and proof that the competition concerned was for the function group and grade mentioned in this vacancy notice.

8. **Closing date for applications: 5 March 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) and finally applications from candidates who have passed an EPSO competition².
- The post will be filled as and when budget resources permit.

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 their 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. 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