



**European Committee  
of the Regions**

Brussels, 28/03/2019

**VACANCY NOTICE N° CDR/SC1-SC4/18/19**

concerning a post of

**SECRETARY/CLERK (M/F)**

in the Directorate for Human Resources and Finance,

General Administration and Public Procurement Unit

**Planning, reporting and missions Sector**

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

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1. **Vacancy:** SC1 – SC4  
**Type of post:** SECRETARY/CLERK
2. **Working environment:**

The General Administration and Public Procurement Unit is part of the Directorate for Human Resources and Finance (Directorate E) which is responsible for the optimal implementation and development of the human and financial resources, including the control environment, of the Committee of the Regions (CoR). It provides CoR members and the institution's General Secretariat with high quality services while guaranteeing compliance with the regulatory framework: the Staff Regulations, the Conditions of Employment of Other Servants of the European Union (EU) and the Financial Regulation, as well as the rules flowing from these, and the internal control standards. Directorate E works closely with all the CoR departments concerned and at an interinstitutional level.

The Directorate consists of four units:

E1 – Budget and finance

E2 – Recruitment and career

E3 – Working conditions

E4 – General administration and public procurement.

The General Administration and Public Procurement Unit comprises 17 staff members and is responsible for developing and implementing CoR's policy in the following areas: internal control, planning and reporting, missions, mobility, verification and public procurement.

As a result of an internal reorganisation under development, the unit shall be divided into four sectors:

- Financial verification
- Public procurement
- Internal control, planning and reporting
- Missions, mobility and spatial planning

The Internal control, planning and reporting sector shall have as a mission to develop, implement and monitor an adequate internal control environment for the institution's operations and will be entrusted with coordinating the holistic planning and reporting cycle at CoR.

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

The new colleague in the Planning, Reporting and Missions Sector will be responsible for providing administrative and financial support to staff missions and administrative assistance in the areas of mobility and spatial planning.

4. **Duties:**

The principal tasks to be undertaken are as follows:

For the missions service:

- processing, verifying, encoding and follow-up of staff members' requests for mission orders in compliance with applicable rules and procedures;
- handling, encoding and payment of statements of mission expenses via the financial management tool ABAC;
- ensure liaison with the travel agency for the issuing of travel documents and verification of invoices;
- inform staff members of the rules and procedures applicable in the area of missions;
- ensure the follow up of missions' service financial files, including the follow-up of the missions budget consumption;
- following up on the deployment of a new IT application for electronic authorisation and management of mission files.

For the mobility service:

- participating in the organisation of actions aimed at promoting the use of sustainable transport modes by staff members;
- handling and payment of reimbursement claims for public transport costs via the financial management tool ABAC;
- ensuring financial management of the mobility service.

In respect of spatial planning:

- providing administrative assistance to the service, including for the verification of the assignment of work stations to staff members.

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 required:**

- Professional experience in secretarial tasks, administrative assistance and/or in an area related to the nature of the tasks is desirable;
- Knowledge of the Financial Regulation and experience in financial management, including the handling of the ABAC application used in that framework, constitute an asset;
- Good knowledge of the use of computer tools and, in particular, EXCEL and WORD;
- Thorough knowledge of an official language of the European Union (EU) and a satisfactory knowledge of another official EU language. For functional reasons, knowledge of French or English is required;
- Requested abilities and competences:
  - Service mindedness and sense for human contacts;
  - Good team spirit and ability to work autonomously;
  - Sense of initiative, organisational and coordination abilities;
  - Ability to prioritise, even when under pressure;
  - Flexibility, adaptability and availability;
  - Sound analytical, drafting and communication skills;
  - Precision and attention to detail;
  - Confidentiality and discretion.

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

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

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:**     **30/04/2019 at noon (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)<sup>2</sup> and finally applications from candidates who have passed an EPSO competition and/or CoR 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.

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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."

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 (EU) 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