



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE No COR/SC1-SC4/21/21

Secretary¹ - Individual Files Manager

Directorate	Directorate for Human Resources and Finance
Unit	Recruitment and Career Unit
Vacancy	SC1-SC4
Type of post	SECRETARY / CLERK
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	07/10/2021
Deadline:	28/10/2021 at noon (Brussels time)

Your job and responsibilities

Would you like to become the guardian of European Committee of the Regions (CoR) individual staff files? Are you comfortable with digital tools and willing to support the digital transformation of administrative files?

Do you like social interaction to thrive? Do you enjoy working in human resources (HR), variety and versatility as part of a team, while also enjoying a high degree of autonomy in carrying out your role?

You will be responsible for managing individual files and act as a contact point for personal files of all CoR staff members and external stakeholders. As part of your administrative support function, you will provide regular administrative support and personal assistance to the Head of Unit regarding to the management of his meetings and working agenda.

You will check that newly recruited permanent staff members comply with the requirements related to the third language rule. You will also ensure a holistic management of requests for leaves on personal grounds (officials) or unpaid leaves (temporary and contract staff).

Who are we? What are the challenges that lie ahead for us?

The Recruitment and Career Unit is made up of 13 colleagues in the Directorate for Human Resources and Finance.

The unit is divided into two sectors:

- Recruitment
- Career (where the post is to be filled)

Our unit is responsible for the centralised management of all selection and recruitment procedures, implementing the organisation chart and producing statistics and reports relating to HR management, including all aspects of career development and communication on HR.

¹ Any reference to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex.

You would be joining the Career sector, a team of four colleagues who have very different profiles and are mainly in charge of annual appraisal, promotion/reclassification, certification, third language, leave on personal grounds and management of individual files.

In recent years, we have consistently improved the quality of the service offered to our clients by gradually making our procedures and files relating to the unit's area of responsibility paperless. During the COVID-19 period, which has significantly altered our working practices and habits, we have been able to ensure the continuity of all recruitment and career development processes without interruption, thanks to the collective effort of the whole team and a full digitalisation of our files and electronic workflows.

In addition, for the last four years, the CoR has also produced an Annual Report on HR. This is an important tool of internal and external communication, summarising the main achievements of the past year in a few pages, while helping promote the European Union as a modern and flexible employer of choice, actively committed to achieving its mission of serving all Europeans.

In the upcoming years, we need to identify new ways to optimise the fully paperless management of the files and to ensure the quality standards and security of the documents archived. We also want to further automatize the treatment of some supporting documents added to the individual files and facilitate our working methods.

Are you the talent we are looking for?

- You have solid experience in document management and archiving;
- You preferably have a technical background;
- You are a meticulous person, with a keen sense of responsibility who knows how to work independently but with team spirit and with strong sense of service. You possess interpersonal and diplomatic skills, integrity and highest standard of confidentiality/discretion;
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of the EU's official languages. For functional reasons, a thorough knowledge of English or French is required; at least satisfactory knowledge of the other of these languages would be an asset;
- You have a very good knowledge of the IT applications and tools involved in your field of expertise (Excel, Word, Sharepoint, etc.), especially Excel tables and ideally tools such as NDP, Sysper or others;
- Relevant professional experience in the field of HR management acquired within the European institutions would be an asset (implying a good understanding of the Staff Regulations).

What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible;
- Flexible working hours and teleworking opportunities, subject to the needs of the service;
- Individual office space for this position;
- An active talent management policy focusing on continuous development and training and a policy to encourage internal mobility;
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued;
- An institution that promotes equal opportunities, diversity and non-discrimination to help nurture a respectful and inclusive working environment and that is actively engaged in the consultation process prior to the adoption of EU legislation.

Are you interested in this challenge?

If you have the skills we are looking for and think you fit the profile above, please apply using the online application form: <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=fr> before noon on 28/10/2021. Please remember to read the appendix to this vacancy announcement carefully.

The Secretary-General

(signed)

Petr Bližkovský

The [European 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 329 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.
