



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD5-AD11/13/21

ADMINISTRATOR (M/F)

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| Directorate | Directorate for Legislative Work I |
| Unit | CIVEX commission |
| Vacancy | AD5-AD11 |
| Type of post | Administrator |
| | Publication under Article 29 (1) (a), (b) and (c) of the Staff Regulations |
| Date of publication | 31/03/2021 |
| Deadline: | 20/04/2021 at noon (Brussels time GMT + 1) |

Your job and responsibilities

Are you interested in political, legislative and analytical work related to democracy, better regulation, the rule of law and migration issues? Do you want to interact with stakeholders at local, regional, and European level?

As an administrator in the Commission for Citizenship, Governance, Institutional and External Affairs (CIVEX), you are responsible for the policy areas related to democracy, governance, devolution of powers, rule of law, migration and the Future of Europe, policy areas that are at the core of strategic debates within the European Committee of the Regions (CoR).

You autonomously support the work of Members and experts on the preparation of CoR opinions, by drafting policy analysis, briefings, speeches and background memos in your policy field. In particular, you will contribute to prepare the CoR input to the Conference on the Future of Europe (CoFE).

You develop contacts with the European Commission, the European Parliament and the Council, and constantly monitor inter-institutional activities by keeping abreast of policy developments in your policy field. You cooperate with other stakeholders such as regional offices, NGOs, think tanks and associations. You also represent the CoR in topical administrative working groups.

You help to organise recurring commission meetings, and you provide assistance to the Members of the CIVEX commission in their external and extraordinary activities, to boost collaboration in these fields with local and regional counterparts.

You contribute to the institution's strategic planning by ensuring follow-up of the future work programme and of your opinions after they have been adopted, to help assess their impact.

When appropriate, in support of your legislative work, you contribute to provide evidence via desk research and draw up specifications and ensure follow-up of studies carried out by external contractors. You design and implement online surveys of local and regional authorities and their representative organisations.

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

The CIVEX commission Secretariat is one of the three units that make up the Directorate for Legislative Work I. The main tasks of the Directorate are to prepare the political messages of the institution by assisting Members in drawing up the Committee of the Regions' (CoR) opinions, supporting the political process within the Bureau and Plenary Session, and organising Commission meetings and external events. The key mission of the Directorate is to promote the effective involvement and contribution of the CoR in the decision-making process of the European Union (EU).

It plays a key role in framing and implementing the CoR's institutional and political strategies, and contributing to an improved, evidence-based, EU policy-making. An important element of this work is to provide analytical and organisational support to the political work of the institution, and to ensure the follow-up of CoR opinions, promoting and monitoring their impact.

The CIVEX commission focuses on specific policy areas:

- Constitutional affairs, responsible for topics like Democracy, Devolution and Multilevel Governance; Subsidiarity and Proportionality; Better Law-making and Regional/Local Impact of EU legislation; Migration Policy, Asylum and Visas; Rule of Law.
- Neighbourhood East and enlargement, responsible for shaping the local and regional dimension of the Enlargement and Eastern Partnership policies.
- Neighbourhood South, Turkey and decentralised cooperation for development, responsible for working together with sub-national authorities from the Euro-Mediterranean basin and Turkey in order to promote joint projects.

We defend the principles of democracy, fundamental rights and the rule of law; we explore for instance new methods of local and regional democracy, including citizens'-centric participatory and deliberative approaches, to make democratic institutions at all levels fit for the future.

We promote and implement the concept of active subsidiarity, multi-level governance and better law making within the CoR as well as the EU institutional framework. We defend the need for taking sufficient account of the territorial dimension of policies and legislation, and to involve regions and cities in EU policy making accordingly.

With the network of "Cities and Regions for integration" we provide support to LRAs for successful short- and long- term integration of migrant and refugees; our intention is to increase the involvement in platforms and networks relating to integration of migrants, relevant to local and regional authorities.

Are you the talent we are looking for?

- You have thorough knowledge of an official language of the European Union and satisfactory knowledge of another official language of the European Union. For functional reasons, knowledge of English is required. Knowledge of other languages of the European Union, including French or German, would be an asset.
- You have some experience or knowledge in the policy sectors covered by the CIVEX Commission or related to the nature of the duties to be performed, and an otherwise strong interest and motivation to learn.
- Ideally, you possess an academic background, involving some courses related to political sciences, law, public administration, European Law or European affairs.
- You have good drafting and analytical skills.
- You have good communication skills and are comfortable working in a team; you can prioritise and work well under pressure and tight deadlines.
- You are proficient in using the most common IT applications, and a willingness to learn new (online) technologies when needed.

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.
- 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=en> before noon on 20/04/2021.

Please remember to read the appendix to this vacancy announcement carefully.

The Secretary-General

(signed)

Petr Blížkovský

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.
