



European Committee  
of the Regions

Human Resources and Finance

### VACANCY NOTICE N° COR/AD5-AD11/22/22

#### Administrator<sup>1</sup> in the Directorate for Legislative Work 2

Directorate	Directorate for Legislative Work 2
Unit	Coordination, Planning and Impact - Cross-border cooperation and Territorial partnerships
Vacancy	AD5-AD11
Type of post	ADMINISTRATOR
Date of publication	09/06/2022
Deadline	<b>07/07/2022 at noon (Brussels time GMT + 1)</b>

#### Your job and responsibilities

**Do you have a good understanding of the functioning of the European institutions, and of the European Committee of the Regions (CoR) in particular? Do you possess a solid understanding of the interaction between administrative services and the political dimension of the CoR? Are you interested in being part of a dynamic team, holding a varied set of responsibilities, and having broad contacts with many CoR services?**

As an Administrator in the Unit for Coordination, Planning and Impact - Cross-border cooperation and Territorial partnerships in the Directorate for Legislative Work 2, you are responsible for:

- Horizontal coordination of the strategic thematic planning of the ECON, SEDEC and COTER commissions, in close cooperation with the coordination services of the other relevant Directorates in the CoR, notably the Directorate for Legislative Work 1, the Directorate for Members, Plenaries and Strategy, and the Directorate for Communication;
- Coordinating the preparation and delivery of documents requested by the Cabinet of the President, the Secretary-General or other statutory bodies (briefings, speeches, letters etc.);
- Representing the Directorate in different working groups and Task Forces involving other Directorates and services, or with other institutions;
- Ensuring the commissions are implementing efficient and effective procedures;
- Coordinating the monitoring and reporting on the impact and the follow up of opinions, and the preparation of other reporting requirements of the Directorate;
- Coordinating specific projects as required, including on cross-border cooperation and territorial partnerships;
- Liaising with other services and with the Cabinets of the President and the Secretary-General (as the Directorate's main horizontal contact point);
- Overall quality control of the output delivered by the Directorate (documents, briefings, letters, speeches, etc.), in line with the service instructions of the Secretary-General.

<sup>1</sup> Any reference to a person of the male sex shall be deemed also to refer to the female sex, and vice versa.

When needed, you will act as backup to the other administrators in the coordination team and carry out tasks as assigned by the Deputy Director.

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

We are a small and dynamic unit, working in a friendly atmosphere. You will be part of a team of seven consisting of three administrators, three assistants and the Deputy Director, who will also be your Head of Unit. The team also closely cooperates with the Director and the assistant to the Director.

Our team is responsible for:

- the strategic thematic planning of the work of the Directorate focused on impact (thematic planning, follow up of opinions, Impact monitoring and reporting);
- ensuring coordination of the preparation and timely delivery of documents for the President, the Secretary-General and for statutory bodies (briefings, speeches, letters, etc.);
- coordinating the studies programme and external expertise for the Directorate;
- assuring horizontal cooperation with the other Directorates and efficient procedures inside the Directorate;
- quality control of the work of the Directorate (documents, briefings, letters, speeches, etc.), in line with the service instructions of the Secretary-General;
- coordinating specific projects, including in cross-border cooperation and territorial partnerships;
- liaising with the other Directorates and the Cabinets of the President and the Secretary-General (as the main contact point of the Directorate).

The future challenges of the Directorate include:

- ensuring a stronger and more coordinated support to the CoR members in their capacity as members of the three commissions in the remits of the Directorate;
- further increasing outreach and impact through strengthening the evidence base and the quality of opinions, strengthening collaboration with EU institutions, like-minded partners and territorial organisations, and fostering collaboration among the CoR administration;
- developing a stronger thematic planning of the legislative activities embedded in the cross-directorate strategic planning exercise, focusing on the impact of CoR work;
- promoting further simplification of procedures and digitalisation of the Directorate as part of the overall IT strategy of the CoR;
- driving cross-border co-operation and territorial partnerships.

### Are you the talent we are looking for?

- You have an excellent capacity for coordination and analysis with a high degree of accuracy and reliability.
- You have a proven capacity to manage projects and implement them individually and collectively, in coordination with internal and external partners.
- You have excellent written and oral communication skills in order to communicate efficiently and fluently with internal and external stakeholders.
- You have some experience or knowledge related to the nature of the duties to be performed, and an otherwise strong interest and motivation to learn.
- You have a confirmed capacity to work on different issues simultaneously, to deal with high workload, to prioritise and to deliver quality work under often tight deadlines.

- You are comfortable working in a team whilst being capable of working autonomously.
- You have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of another of the EU official languages. For functional reasons, a very good command of English is required. A good level of French and/or other EU languages is desirable.
- You have a good command of IT applications and tools (Outlook, Excel, Word, SharePoint, etc.).

### What we offer

- A European institution on a human scale at the heart of the European quarter with easy accessibility.
- 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.
- An institution 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 07/07/2022.

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

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The Secretary-General

*(signed)*

Petr Blížkovský

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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.

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