



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD5-AD11/38/22

ADMINISTRATOR (M/F)

Directorate	Directorate for Legislative Work I (Directorate B)
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	08/09/2022
Deadline:	06/10/2022 at noon (Brussels time GMT + 1)

Your job and responsibilities

Interested in political and strategic developments in political and development cooperation between cities and regions? Do you like working with many different political and administrative stakeholders at local, European Union (EU) level, and with third countries?

As an administrator in the Commission for Citizenship, Governance, Institutional and External Affairs (CIVEX), you are responsible for the policy areas related to External Relations, including cooperation with partner countries (enlargement, neighbourhood, development cooperation). You work on projects and initiatives in close interaction with other services and a wide range of internal and external stakeholders at political and administrative level, such as other institutions, regional offices, NGOs, think tanks and associations.

You may also contribute to the legislative work of the unit by supporting CoR Members and experts on the preparation of CoR opinions, by drafting policy analysis, briefings, speeches and background memos in your policy field. You may represent the CoR in administrative working groups, meetings and hearings. 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 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 may also 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 in addition to the horizontal unit managed by the Deputy Director. The main tasks of the Directorate are to prepare the political

messages of the institution by assisting Members in drawing up the European 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 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 and to promote and support the role of local and regional authorities in development cooperation.

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 French is a very strong asset. Knowledge of other languages of the European Union, including Italian, Spanish or German, would be an additional 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.
- Ideally, you possess an academic background, involving some courses related to political sciences, economics, 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 own office in the CoR premises.
- 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 06/10/2022.

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.
