



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD5-AD11/56/22

Administrator¹

Directorate	Directorate for Legislative Work 1
Unit	B2 – ENVE Commission
Vacancy	AD5-AD11
Type of post	ADMINISTRATOR
	Publication under Article 29 (1) (a), (b) and (c) of the Staff Regulations
Date of publication	24/11/2022
Deadline:	15/12/2022 at noon (Brussels time GMT + 1)

Your job and responsibilities

Are you interested in contributing to shaping Green Deal policy areas? Being a part of a dynamic team, holding a wide set of responsibilities and having frequent contacts with the members of the European Committee of the Regions (CoR)?

Do you have a good understanding of the functioning of the European institutions, and of the European Committee of the Regions 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 Directorate for Legislative Work 1, in the Commission for the Environment, Climate change and Energy (ENVE), you will be responsible for:

- Policy coordination, expert input, guidance and monitoring, and contribution to legislative and political works of the ENVE Commission;
- Providing high-quality policy support to members and promotion of CoR political messages in the policy fields of the ENVE Commission;
- Contributing to preparations of ENVE meetings and events, and other statutory meetings of CoR;
- Management of relevant studies;
- Active engagement in the Green Deal Going Local campaign;
- Fostering regular contact and cooperation with counterparts in other EU institutions and external partners;
- Development of specific (inter-institutional) projects in the area of Green Deal.

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

The ENVE Commission is composed of 12 staff members divided in 2 sectors:

- Environment (ENV)
- Climate, Energy and Green Deal (CLIM)

The unit is responsible for preparing and providing the necessary resources and instruments for the Committee to fully play its advisory role in the EU legislative and political process. The team assists the members in drawing-up ENVE opinions supporting the political process within the Bureau and Plenary Session and is responsible for supporting follow-

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

up and impact evaluation activities. It is responsible for organising commission meetings and external events in the relevant policy fields. The ENVE commission supports the drawing-up of the political messages of the CoR in the fields related to European Green Deal such as climate change, energy, space policies of the EU, biodiversity, circular economy and zero-pollution.

The ENVE commission also:

- coordinates the Green Deal Going Local working group. This cross-commission initiative of the CoR aims at placing cities and regions at the core of the European Green Deal and ensuring that both the EU's sustainable growth strategy and the COVID-19 recovery plan translate into direct funding for cities and regions and tangible projects for every territory. The ENVE commission also feeds into the related Green Deal Going Local campaign;
- is further responsible for CoR-activities related to the Covenant of Mayors, an initiative involving local and regional authorities in the fight for better climate and energy policies;
- is engaged in the European Climate Pact which aims to empower citizens to shape a greener Europe. CoR members are invited to join this initiative as CoR Climate Pact Ambassadors. Through the CoR 4 Green Deal project the CoR supports the CoR Climate Pact Ambassadors in holding local climate events to raise awareness and accelerate climate action locally;
- is in charge of co-managing with the European Commission the Zero Pollution Stakeholder Platform. The Platform is set out to help achieve the zero-pollution ambition in dialogue with actors from different communities and areas of expertise, including local and regional authorities.

At the global level, ENVE Commission plays a lead role in CoR involvement at UN conferences for climate change and biodiversity. Therefore, the ENVE Commission is in charge of the coordination of CoR delegation to the UNFCCC's COPs and UN Biodiversity Conferences CBD COPs.

The future challenges of the ENVE Commission include:

- Ensuring a stronger and more coordinated support to the CoR members;
- 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 in the field of the legislative activities, focusing on the impact of CoR work;
- Driving cross-border co-operation and territorial partnerships.

Are you the talent we are looking for?

- You have an in-depth expertise and knowledge of policy and/or its implementation in ENVE commission' areas of competence, with main focus on the Green Deal framework: specifically in relation to mitigation, adaptation, energy, nature and biodiversity, zero pollution, sustainable development goals, and horizontal aspects of the implementation of EU climate and environment law, in particular at subnational scale. Good knowledge of the Climate Pact, Covenant of Mayors and of the Green City Accord would be an asset;
- You have solid experience interacting with numerous inter-institutional stakeholders and external partners, including coordination of common projects;
- You have a strong record of delivery in a complex public authority or organisation where a proactive approach is required;
- You have excellent drafting skills, both in the field of policy analysis and in the domain of policy briefings and dissemination; in addition, you have strong communication skills in order to communicate efficiently and fluently with internal and external stakeholders;
- You have very good knowledge of the EU institutions, policies, as well as of the CoR, including strong appreciation of the different political stakeholders;
- You have very strong analytical skills and are able to apply them in policy work, you are a quick learner with intellectual curiosity, with strong ability to work independently and proactively;
- You have experience working within teams and on shared or horizontal projects, you have good organisational and prioritisation skills, with an eye for detail;

- You have very good command of videoconferencing tools and proven capacity of working with remote teams;
- 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 and a good command of French would be an advantage; a good command of other EU languages would be an additional asset;
- You have a good command of IT applications and tools (Outlook, Excel, Word, SharePoint, etc.);
- You have a university degree in a domain related to the area of law, political science or environmental sciences; other degrees connected to the remits of the ENVE commission could be considered.

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 15/12/2022.

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.
