



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD5-AD11/9/21

ADMINISTRATOR¹

Directorate	Directorate B – Legislative Work 1
Unit	Unit B.I - Coordination, Planning, Impact, Future of Europe, Better Lawmaking, EU Treaties)
Vacancy	AD5-AD11
Type of post	ADMINISTRATOR
Date of publication	18/03/2021
Deadline	16/04/2021 at noon (Brussels time)

Your job and responsibilities

As an Administrator in Unit B.I - Coordination, Planning, Impact, Future of Europe, Better Lawmaking, EU Treaties, you will be part of the team of the Directorate for Legislative Work 1.. You will be directly involved in the design of the organizational tasks of the strategic planning of its activities. You will be invited to contribute actively, within the framework of the Directorate's mandate, to the work of the European Committee of the Regions (CoR) bodies.

The post requires a great interest in coordination activities and calls for regular interaction with other services. You must show a genuine interest in EU policies, the CoR's political contribution to the EU decision-making process, and ensure that the institution's political priorities can be traced in the contributions of its bodies.

In particular, you will be responsible, together with the Deputy Director and in liaison with other services, including the CIVEX secretariat, for preparing the CoR's contribution to the activities of the Conference on the Future of Europe, feeding into the political work of the members representing the institution, and monitoring all preparatory work and related debates as well as ensuring the follow-up of its results.

As an Administrator, you will provide assistance to members, internal expertise in the areas of competence of the institution, while ensuring cooperation and liaison with relevant stakeholders, such as the other institutions. You will also represent the Directorate, where necessary, in the thematic administrative working groups.

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

The Directorate for Legislative Work 1 consists of three commission secretariats and a coordination Unit, with approximately fifty staff.

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.

The main tasks of the Directorate are to prepare the CoR's political messages by assisting its members in drawing up CoR opinions, facilitating the political process in the framework of the Bureau and Plenary Session, and organising meetings of commissions as well as events away from Brussels.

The Directorate's main mission is to promote the CoR's participation and effective contribution to the EU decision-making process. The Directorate has also been mandated to coordinate the CoR's political activities in the framework of the Conference on the Future of Europe.

In addition to the political activities implemented through the commission secretariats, the CoR Bureau decided to modify the organisational chart by creating a new structure within the Directorate, incorporating the previous responsibilities of the coordination team attached to the Deputy Director. These tasks are: management of framework contracts, studies, budgetary and financial planning relating thereto, legislative planning, coordination of several ongoing projects in the Directorate, management of external requests, inter-institutional relations, etc. as well as responsibility for "Future of Europe", "Better Lawmaking", and "EU Treaties".

It is in the context of this new organisational chart and structure that you will be called upon to interact within and outside the Directorate with the other departments of the Secretariat-General, in order to maximise the possible impact in view of the resources available.

To this end, you will work to facilitate a networked approach, in particular through the inter-service task forces set up by the Secretary-General, to increase synergies with the commissions' secretariats (including Directorate C), Directorate A (including Unit A1), and to continue the partnership of excellence with Directorate D in charge of communication activities in support of our members' political activities.

Are you the talent we are looking for?

- You have knowledge of the areas covered by Directorate B;
- You are familiar with the dynamics of highly structured political processes and administrative procedures;
- You have excellent analytical skills, ease of learning and intellectual curiosity for European affairs;
- You have a very good ability to work in a team, you are a communicative, customer-oriented and adaptable person;
- You have very good organization and prioritization skills, as well as attention to detail;
- You have a thorough knowledge of one of the official languages of the European Union and at least a satisfactory knowledge of another of these languages. For functional reasons, a very good knowledge of English and at least a good knowledge of French are required;
- Experience in working in contact with political representatives of a local or regional authority would be a major asset.

What we offer

- A European institution on a human scale at the heart of the European quarter and easily accessible;
- A friendly and dynamic working environment in which self-motivation, initiative and team spirit are valued;
- Valuable work in contact with Members of the institution;
- 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;

- 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 16/04/2021.

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

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.
