



**European Committee
of the Regions**

Brussels, 21 March 2018

VACANCY NOTICE No COR/AD5-AD8/15/18
concerning a post of
ADMINISTRATOR (M/F)
in the Directorate for Legislative Work 2
COTER Commission
Commission for Territorial Cohesion Policy and EU Budget

Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations

1. **Vacancy:** AD 5 – AD 8

Type of post: ADMINISTRATOR

2. **Working environment:**

The Commission for Territorial Cohesion Policy and EU Budget (COTER) is part of the Directorate for Legislative Work 2 of the Committee of the Regions (CoR).

The Directorate for Legislative Work 2 hosts three commissions and prepares the political messages of the institution by assisting members in drawing up CoR's opinions, supporting the political process within the Bureau and Plenary Session and organises commission meetings and external events. The key mission of the Directorate is to promote the effective involvement and contribution of the CoR in the EU decision-making process.

It plays a key role in framing and implementing the CoR's institutional and political strategies, managing the core business of the institution. An important element of this work is to ensure the follow-up of CoR opinions and to promote and monitor their impact.

The Directorate also manages the legislative planning of the institution and of its related political activities, based on the political priorities of the institution and respecting the interinstitutional deadlines. It is responsible for ensuring an effective communication with institutional stakeholders such as European associations of local and regional authorities.

3. **Brief description of the main responsibilities:**

The official will carry out analytical and organisational work under the responsibility of the Head of Unit.

4. **Duties:**

The official will work as part of the Commission for Territorial Cohesion Policy and EU Budget (COTER) secretariat's team dealing with the following remits: Economic, Social and Territorial Cohesion, Structural Funds, Spatial Planning, Urban Policy, Housing, Transport including TEN-T, Macro Regions, Territorial Cooperation, Regional statistics and indicators, Annual EU Budget, Multi-annual financial framework and Local and regional finances.

The main tasks include:

- Organising Commission meetings and events;
- Keeping abreast of policy developments in the fields of remit of the Commission;
- Working with rapporteurs and their experts on the preparation of opinions;
- Developing contacts with the European Commission, the Council, the European Parliament and relevant organisations including regional offices, associations and NGOs in relevant policy areas;
- Organising stakeholder consultations in the relevant policy areas;
- Ensure follow-up of the future work programme and work in progress;
- Ensure follow-up of opinions after they have been adopted and help assess their impact;
- Preparation of documents for the Bureau and Plenary Sessions and follow-up;
- Draw up specifications and ensure follow-up of studies carried out by external contractors;
- Drafting policy analysis, briefings, speeches and background memos in the field of remits of the Commission.

Tasks will also concern providing support to the organisation and preparatory work of the COTER working group on the EU budget (BUDG group).

5. **Who can apply? (eligibility criteria)**

On the closing date for applications and without prejudice to the other provisions of Article 28 of the Staff Regulations, each applicant for a permanent position within the Committee of the Regions must prove that he or she is an established official or a successful candidate in an EPSO competition for an appropriate grade.

6. **Qualifications and skills:**

- A university degree, if possible in an area related to the nature of the duties to be performed;
- 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 French or English is required. Knowledge of other languages of the European Union would be an asset;
- Good drafting and analytical skills;
- Good knowledge of current IT applications;
- Good sense of organisation and good communication skills;
- Good ability to work in a team;
- Ability to prioritise and work under pressure.

7. **Applications:**

All applicants for this vacancy must complete in full the electronic application form available at: <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en>.

To be valid, the application must be complete and accompanied by **an up-to-date CV, a coverletter** and all of the following supporting documents:

- for applicants submitting an application under Article 29(1)(a)(i) – **transfer** (open only to established officials of the Committee of the Regions): proof of current grade;

- for applicants submitting an application under Article 29(1)(a)(ii) – **appointment** in accordance with Article 45a (**certification**): proof of current grade, proof of successful completion of certification procedure;
- for applicants submitting an application under Article 29(1)(a)(iii) – **promotion** (open only to established officials of the Committee of the Regions): proof of current grade, which must be immediately below the minimum grade in the range specified for this vacancy. The applicant must have occupied his or her current grade for at least two years on the closing date for this vacancy;
- for applicants submitting an application under Article 29(1)(b) – **inter-institutional transfer**: proof of current grade in the institution of origin;
- for **applicants who have passed an EPSO competition for officials**: EPSO competition number, candidate number and proof of having passed an EPSO competition for the function group and grade mentioned in this vacancy notice.

8. Closing date: 20 April 2018 (Brussels time)

9. Comments:

- The appointing authority will first consider applications submitted under Article 29(1)(a) of the Staff Regulations (transfer, appointment or promotion), then applications submitted under Article 29(1)(b) (inter-institutional transfer) and finally applications from candidates who have passed an EPSO competition¹.
- The post will be filled if and when budget resources permit.

Only duly completed applications that meet the eligibility criteria specified in point 5 of this vacancy notice will be taken into consideration when establishing a list of suitable candidates who may be invited for interview. Applications that are incomplete or submitted after the deadline for applications will not be considered.

Please note that only those candidates selected for an interview by the requesting service will be contacted in person.

If you have not been contacted within six weeks of the closing date, please consider your application unsuccessful.

The personal data in applicants' files will be processed in accordance with European data protection legislation.

The 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 that was created in 1994. Its consultative role allows its 350 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.

As an employer, the CoR applies a policy of equal opportunities, precluding any discrimination, and is also committed to protecting the environment.

The Secretary-General

(signed)

Jiří BURIÁNEK

¹ Article 29(1)(b) of the Staff Regulations offers officials the possibility of requesting a transfer to another institution or agency at any time during his/her career. However, candidates are reminded that, in the interests of the service, the transfer of newly recruited officials less than two years after they first take up their duties is only possible in exceptional cases and for properly substantiated reasons; each individual case has to be submitted for approval to the official's original institution or agency and to the institution or agency to which he/she wishes to transfer.