



**European Committee
of the Regions**

Brussels, 7 June 2018

VACANCY NOTICE N° COR/AD5-AD9/28/18

concerning a post of

ADMINISTRATOR (M/F)

in the Directorate for Communication,

Unit D.3 - Social and digital media, publications

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

1. **Vacancy:** AD5 – AD9
Type of post: ADMINISTRATOR

2. **Working environment**

The Committee of the Regions (CoR) adopted a leading edge Communication Strategy 2015-2020 which is implemented through annual Communication Plans. In this context, social and digital media play an ever increasingly important role. At the same time, however, publications are still part and parcel of our communication tools - be they printed, published digitally, etc. Moreover, modern communication requires more and more cross-media products like, for instance, Web Documentaries, infographics, storytelling products for print & web, etc. This post is within the Digital Content Team (incl. our five graphic designers), one of the three teams of Unit D.3.

3. **Brief description of main responsibilities**

We are looking for a colleague who likes to build a bridge between what we say (our political messages) and how we say it (which communication means we use). We would like to welcome a colleague who has got talent for writing snappy and engaging copy for a wide audience.

We like to reinforce our team with someone who masters the message, crafts content and works words into wonders. Working in communication implies teamwork and reaching out to colleagues beyond the unit and the Directorate.

Editorial skills are key as our Unit adapts the CoR's political messages to the very particularities of our social, digital and printed media channels.

4. **Duties**

- Develop and roll-out projects, using a Project Cycle Management approach in close coordination with services across the CoR. This will include key recurring communication products such as the annual impact report, State of EU Regions and Cities report etc. as well as new and one-off products to support the communication priorities;
- develop creative concepts and crafting compelling stories and messages for a wide array of audiences and platforms - both online and offline;
- write coherent, high quality content;
- related tasks, i.e. research proofread, edit and source images;
- collecting and coordinating contributions from other authors;
- revamp existing products in regards of new trends in publishing;
- contribute to identifying best practices in the area of digital and printed publications.

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 CoR must prove that he or she is an established official or a success candidate in an EPSO competition for an appropriate grade.

6. **Qualifications and skills required**

- Above all, you are great with words and confident working across channels;
- you have the ability to work to tight deadlines and juggle multiple tasks effectively;
- your approach is pro-active;
- you are motivated and able to work in a team;
- you can work independently with limited supervision;
- attention to communication-related topics is part and parcel of your way looking at things;
- you naturally have good communication skills;
- tact, adaptability and political sensitivity are key;
- 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.

Experience/Skills/competences/abilities considered an asset

- Experience in working with publications;
- knowledge of storytelling techniques;
- experience with infographics.

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 curriculum vitae, a cover letter** and all of the following supporting documents:

- applicants submitting an application under Article 29(1)(a)(i) – **transfer** (established officials of the Committee of the Regions only): proof of current grade;
- 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 (only for AD function group posts);
- applicants submitting an application under Article 29(1)(a)(iii) – **promotion** (established officials of the Committee of the Regions only): proof of current grade, which must be immediately below the minimum grade in the range specified for this vacancy. The applicant must have occupied their current grade for at least two years on the closing date for this vacancy;
- applicants submitting an application under Article 29(1)(b) – **inter-institutional transfer**: proof of current grade in the institution of origin;
- **applicants who have passed an EPSO competition for officials**: number of EPSO competition, candidate number, proof of passing an EPSO competition for the function group and grade mentioned in this vacancy.

8. **Closing date for applications: 4 July 2018 at noon (Brussels time)**

9. **Remarks**

- 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 according to budgetary availabilities.

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."

Only duly completed applications that meet the eligibility criteria specified in point 5 of this vacancy notice will be taken into consideration in establishing a list of suitable candidates who may be invited for interview. Non application that is incomplete or submitted after the deadline for applications will 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 the six weeks following the closing date in this vacancy notice, please consider your application unsuccessful.

The personal data contained in applications will be handled in accordance with European data protection legislation.

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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 framed and legislation drafted. It is an advisory body which 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