



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD9-AD14/48/22

Head of Unit¹

Directorate	Directorate for Legislative work 1
Unit	Commission for Citizenship, Governance, Institutional Affairs and External Relations (CIVEX)
Vacancy	AD9-AD14
Type of post	HEAD OF UNIT
Date of publication	04/11/2022
Deadline:	02/12/2022 at noon (Brussels time GMT + 1)

Your job and responsibilities

Do you have a thorough understanding of the functioning of the European institutions and particularly regarding citizenship, governance, institutional affairs and external relations, while leading a highly professional team? Do you like working with a large variety of political and administrative stakeholders at both local and EU level? Do you have excellent communication skills and are able to ensure effective communication within your team and with internal and external stakeholders?

As a Head of Unit your main responsibilities are:

- **Leadership/management role** - you are the leader of the CIVEX secretariat and responsible for setting goals and objectives and establishing priorities. As a manager, your mission is to ensure, in particular:
 - ✓ delivery of high-quality work respecting the deadlines set;
 - ✓ relevant and impactful inter-institutional relations;
 - ✓ compliance with the rules and procedures within the remits of the Unit;
 - ✓ communication with staff and other stakeholders relating to the Unit's spheres of responsibility;
 - ✓ a positive work environment and the motivation and training of the staff you are managing.
- **Strategy** - you provide a strategic framework for:
 - ✓ planning, organising and coordinating the work of the CIVEX secretariat with a view to achieving maximum political impact for the European Committee of the Regions (CoR) in the EU legislative process and beyond in its policy fields;
 - ✓ monitoring the Unit's results and evaluating the fulfilment of objectives by using appropriate indicators, and report results to senior management;
 - ✓ providing high-quality policy support to members to formulate and promote CoR political messages in the policy fields of the CIVEX Commission;

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

- ✓ efficiently running the initiatives, networks and platforms linked to the CIVEX commission such as Subsidiarity Monitoring Network , ARLEM (Euro-Mediterranean Regional and Local Assembly), CORLEAP (Conference of Local and Regional Authorities for the Eastern Partnership), CoR /UK Contact group JCC Serbia, JCC Montenegro, WG Turkey, WG Western Balkans, Ukraine working groups, or peer to peer activities such as the support to Libyan municipalities (Nicosia initiative) or cities and regions integration network;
- **Communication** - you actively and personally engage, cultivate and manage strong relations with the Directorate in charge of press and communication by:
 - ✓ ensuring first class communication on the work of the CIVEX commission towards CIVEX members, CoR members and key institutions and stakeholders;
 - ✓ providing special communication actions in the remits of the CIVEX commission as well as related to the implementation of the relevant memorandums of understanding and action plans.
 - ✓ closely cooperating with Directorate D ensuring first class communication on the work of the CIVEX commission;

Your specific tasks include:

- further strengthening the evidence base of our work particularly through reaching out to the local and regional level and cooperating with partners such as the JRC and territorial associations;
- further developing innovative solutions for an enhanced thematic co-operation with the EU institutions and relevant European agencies in the policy fields of the CIVEX commission;
- effectively communicating with members, the commission Chair, political groups, national delegations, territorial associations and relevant stakeholders;
- contributing to the work of all CoR statutory bodies in the policy fields of the CIVEX Commission in close cooperation with other Units and Directorates.

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. The main tasks of the Directorate are to prepare the political messages of the institution by assisting Members in drawing up the 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.

CIVEX defends the principles of democracy, fundamental rights and the rule of law - we explore for instance new methods of local and regional democracy, including citizens'-centric participatory and deliberative approaches, to make democratic institutions at all levels fit for the future.

CIVEX promotes and implements the concept of active subsidiarity, multi-level governance and better law making within the CoR as well as the EU institutional framework, the need for taking sufficient account of the territorial dimension of policies and legislation, and to involve regions and cities in EU policy making accordingly.

With the network of "Cities and Regions for integration", CIVEX provides support to LRAs for successful short- and long-term integration of migrant and refugees; our intention is to increase the involvement in platforms and networks relating to integration of migrants, relevant to local and regional authorities.

Are you the talent we are looking for?

- You have a strong record of delivery in a complex public authority or organisation where a proactive approach is required;
- You have a post-university professional experience of at least ten years, of which at least three years must have been acquired in a position where you successfully led, motivated and developed a team of professionals;
- You have a high political sensitivity and the ability to understand dynamics, strengths and constraints of a political institution and to prioritise according to service needs;
- You have experience interacting with numerous stakeholders and external partners;
- You have excellent communication skills and are able to ensure effective communication within your team and in your relations with internal stakeholders;
- You have strong interpersonal skills and are able to ensure your various interactions are smooth and uncomplicated as well as an effective execution of your leadership role;
- You have a deep knowledge of CoR activities and policies, and strong appreciation of the different political stakeholders;
- You show a very good knowledge of the European institutions and EU policies;
- You have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of another of these languages. For functional reasons, a thorough knowledge of English is required and a good level of French is desirable;
- You have a good command of IT applications and tools (such as Outlook, Excel, Word, Business Objects, and SharePoint) as well as the ABAC financial management system.

Are you eligible for this position?

On the closing date for applications and without prejudice to the other provisions of Article 28 of the Staff Regulations, applicants for a Head of Unit position published according to Article 29 § 1 (a) of the Staff regulations must be established permanent officials of the CoR of grades AD9 to AD14. Also eligible are CoR established officials of the AD function group of grade AD8 provided they have at least 2 years of seniority in the grade on closing date for applications.

Candidates applying for this position following Article 29§1 (b) of the Staff regulations must be established permanent officials of the European Union of grades AD9 to AD14.

Candidates applying for this position following Article 29§1 (c) of the Staff regulations must be laureates of an EPSO competitions for Heads of Unit of grades AD9 or AD12.

Each candidate must have at least 10 years of relevant working experience, three of which must have been acquired in a position implying team management.

Two step selection process

A selection panel will assess the applications received by the deadline. The best eligible applicants will be invited to an interview with a panel. Based on the results of this interview, a shortlist of up to 3 candidates will be proposed to the Secretary-General.

The Secretary-General will meet individually all the shortlisted candidates and will decide which one will be proposed to carry out the duties of Head of Unit.

The CoR aims for a high degree of diversity in its management team in terms of gender and geographical balance. In line with its commitment in the area of equal opportunities, in case of equal merit, preference will be given to candidates of the underrepresented gender and to candidates which further diversify the geographical balance of CoR management team.

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 02/12/2022.

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.
