



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AD9-AD14/58/22

Head of unit¹ "Financial management"

Directorate	Directorate for Human resources and Finance
Vacancy	AD9-AD14
Type of post	HEAD OF UNIT OR EQUIVALENT
Date of publication	01/12/2022
Deadline:	16/12/2022 at noon (Brussels time GMT + 1)

Your job and responsibilities

Do you like working with figures and easily grasp complex rules and regulations? Do you possess a strong service-minded culture with a strong sense of respect of personal data? Are you well organised, reactive, able to propose pragmatic solutions to complex issues and embrace a wide range of tasks and responsibilities?

As Head of unit in charge of financial services, public procurements, office space management and missions, you grant optimal financial services (central financial initiation cell, ex-ante financial verification, ex-post financial control etc.) related to all operations of the general secretariat. In parallel, you assume the function of internal control coordinator and coordinate the implementation of the Internal control standards. As infrastructure liaison officer for questions related to office space allocation, you closely cooperate with the relevant services from the EESC to grant a harmonised approach and implementation of decisions of common interest pertaining to this role.

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

Directorate E "Human Resources and Finance" is responsible for the optimal implementation and development of the human and financial resources, including the control environment, of the CoR. It provides CoR members and the institution's general secretariat with high quality services while guaranteeing compliance with the regulatory framework: the Staff Regulations, the Conditions of Employment of Other Servants of the European Union (CEOS) and the Financial Regulation, as well as the rules flowing from these, and internal control standards. Directorate E works closely with all the CoR departments and at an interinstitutional level. The Directorate for Human Resources and Finance comprises five specialised units:

- E.I – Strategic use of Resources, Smart House
- E.1 – Annual budget and Finance
- E.2 - Recruitment and Career
- E.3 - Working conditions and Talent management
- E.4 – Financial management

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

The unit E.4 is currently composed of 18 staff members divided into three business areas of activity: Financial services (comprising the central financial initiation cell and the financial verification team), Missions, mobility and office space management as well as Public procurements².

Over the last years, we have deployed a centralised financial initiation cell which supports all services in the general secretariat in terms of financial files and their treatment in the appropriate IT application (ABAC).

The main challenge for the future will be to further consolidate the functioning of the central financial cell and review the mission guide. The office space allocation will also need to better reflect the evolving service needs and working methods, especially in the post-Covid 19 working environment.

Are you the talent we are looking for?

- You have a level of higher education corresponding to a complete cycle of university studies ending in a degree where the normal duration of these studies is four years or more, or a level of education corresponding to a complete cycle of university studies ending in a degree followed by relevant professional experience of at least one year where the normal duration of these studies is at least three years;
- You have at least 10 years of professional experience in financial management preferably acquired in a public body;
- Experience in using the ABAC software within the institutions as authorising officer would be an asset;
- You have acquired a relevant working experience of at least 3 years in managing teams; you can motivate, develop and successfully lead multicultural teams and maintain constructive relations with all client services and stakeholders;
- You have excellent analytical and synthesis skills, organization skills as well as critical sense;
- You have a strategic vision of the challenges the Directorate will face in the upcoming years and the capacity to formulate concrete and realistic proposals to embrace change and successfully implement it;
- You are able to quickly assimilate internal decisions and regulations and check their correct application, to work under pressure and to meet deadlines;
- You are a rigorous person, with a strong sense of responsibility who knows how to work independently but with team spirit, endowed with a sense of interpersonal relationships and diplomacy as well as with integrity and discretion;
- You have a very good understanding of the political environment of the CoR and of the European institutions;
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages. For functional reasons, a thorough knowledge of English or French is required; a satisfactory knowledge of the second of these two languages would be an asset;
- You have a good command of IT applications and tools (Outlook, Excel, Word, Business Objects, SharePoint, etc.);
- Knowledge of the cooperation agreement with the EESC would be an asset;

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

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Other tasks might be assigned to the unit in the future based on evolving service needs.

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.

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 16/12/2022.

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.
