



European Committee  
of the Regions

Human Resources and Finance

## VACANCY NOTICE N° COR/AST1-AST7/1/22

### ASSISTANT<sup>1</sup>

Directorate	Directorate for Legislative Work 2
Unit	Coordination, planning, impact - Cross-border cooperation, territorial partnerships Unit
Vacancy	AST1-AST7
Type of post	ASSISTANT
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	06/01/2022
Deadline:	<b>03/02/2022 at noon (Brussels time GMT + 1)</b>

### Your job and responsibilities

**Are you interested in being part of a dynamic team, holding a varied set of responsibilities and also having contacts with CoR services and the Publications Office of the European Union (OP)?**

As an assistant in the Coordination, planning, impact - Cross-border cooperation, territorial partnerships Unit of Directorate for Legislative Work 2 (Directorate C), you are responsible for monitoring, developing and coordinating the Directorate's IT-related needs and projects, with a view to the modernisation and digitalisation of the work of the Directorate, liaising with the IT Unit in the Directorate for Logistics and the IT coordination and Web teams in unit D3 of the Directorate for Communication.

You set up and maintain the Directorate's teamsite and provide support to the Directorate's colleagues using the EU Survey and Dynamics IT tools.

You also support the Directorate's work with studies and external expertise in conjunction with the administrator in charge, preparing calls for tender and liaising with external contractors, as well as monitoring budget line 2620. You format and publish the studies and liaise with the Publications Office of the European Union (OP) and other CoR services, and manage the website of the published studies.

When needed, you act as backup to the other assistants of the unit and carry out tasks as assigned by the Deputy Director.

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

We are a small and dynamic unit, working in a friendly atmosphere. You will be part of a dynamic team of 7, consisting of 3 assistants, 3 administrators and the Deputy Director, who will also be your Head of Unit. The team also closely cooperates with the Director and his assistant.

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<sup>1</sup> Any reference to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex.

Our team is responsible for:

- Assuring the horizontal cooperation with the other Directorates and efficient procedures inside the Directorate;
- Coordinating the studies programme and the external expertise for the Directorate;
- Liaising directly with the Cabinet of the Secretary General (main contact point of the Directorate);
- The strategic planning of the works of the Directorate focused on impact (thematic planning, follow up of opinions, Impact Report, Kiklos);
- Ensuring coordination and timely delivery of documents (for statutory bodies, FCABs, briefings, speeches, letters, etc.);
- The overall quality control of the works of the Directorate (documents, briefings, letters, speeches, etc.), quality control includes compliance with the service instructions provided by the Secretary General; and
- Coordinating specific projects: cross-border cooperation, territorial partnerships.

The future challenges of the Directorate include:

- ensuring a stronger and more coordinated support to the CoR members in their capacity as members of the CoR Commissions in the remits of Directorate C;
- further increasing outreach and impact through strengthening the evidence base and the quality of opinions, strengthening collaboration with EU institutions, like-minded partners and territorial organisations, and fostering collaboration among the CoR administration;
- developing a stronger thematic planning of the legislative activities embedded in the cross-directorates strategic planning exercise, focusing on impact of the CoR work;
- promoting further simplification of procedures and digitalisation of the Directorate as part of the overall IT strategy of the CoR;
- driving forward cross border co-operation and territorial partnerships.

### Are you the talent we are looking for?

- You possess previous experience in digital and administrative support; you can organise your work very efficiently, you can prioritise when working under pressure, and you enjoy being part of a team;
- You have an excellent command of IT applications and tools (Outlook, Excel, Word, SharePoint, Teams, etc.) and you have experience in creating and managing teamsites in SharePoint;
- Previous experience with Dynamics, EU Survey and the ABAC financial management system is a strong asset;
- You have very good verbal and written skills, including excellent organisational skills and political awareness, you respect deadlines and are able to set priorities and you have an eye for detail;
- You have the ability to think critically and take initiative, you have a sense of responsibility and you work well under pressure;
- You have a mind-set for availability and flexibility;
- Knowledge of the functioning of the EU institutions would be an asset;
- You have a thorough knowledge of one official language of the EU and at least satisfactory knowledge of another official language of the EU: for functional reasons, a very good command of written and spoken English is required, and a good knowledge of French would be an advantage. Knowledge of any other EU languages would be an asset.

## 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 03/02/2022.

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

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The Secretary-General

*(signed)*

Petr Blížkovský

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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.

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