



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE No COR/AST1-AST7/20/23 HUMAN RESOURCES ASSISTANT

Directorate	Directorate for Human Resources and Finance
Unit	Working conditions and talent management
Vacancy	AST1 -AST7
Type of post	ASSISTANT
	Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	01/06/2023
Deadline	29/06/2023 at noon (Brussels time GMT + 1)

Your job and responsibilities

Do you have experience in human resources management or want to make a career change to human resources, and would you like to join a versatile and dynamic team within the human resources directorate of the European Committee of the Regions (CoR) in order to pursue your career in a highly rewarding, yet complex and challenging, area of activity? Do you know how to interpret the Staff Regulations? Do you enjoy human contact and respect the confidentiality of the personal information you need to process? If so, this might be your ideal career opportunity.

As an assistant in the Rights and Obligations sector, you would be part of a small team of four assistants reporting to a head of sector, in charge of procedures for establishing the rights of staff in all categories. The department provides an internal contact point for matters relating to departures and pensions (management of which has been outsourced to the PMO) and matters arising from the Protocol on Privileges and Immunities (management of which has been outsourced to the relevant departments in the European Commission). It is also responsible for matters relating to obligations under the Staff Regulations.

More specifically, you would:

- manage rights under the Staff Regulations, under the direct supervision of the head of sector and under the responsibility of the Appointing Authority, including managing and monitoring entitlements (notifications of appointment, determination of place of origin, reimbursement of expenses on entering and leaving the service, annual travel expenses, family allowances, etc.);
- draw up retirement decisions and act as the contact point for pensions and departures (departure procedure, transfer of pension rights to the European institutions' scheme or to an external scheme, basic calculation of pension rights in order to provide staff with information and advice, severance grants, unemployment allowance, etc.);
- monitor staff entitlements throughout their career (checking staff declarations in the IT tool for human resources management (SysPer);
- undertake administrative and operational management of files in accordance with the applicable rules and procedures, including entering and/or validating data in SysPer;
- communicate with staff, including updating the relevant pages on the intranet site and publishing information in the HR newsletter;

- cooperate with the PMO and the Directorate-General for Human Resources and Security, and with interdepartmental and interinstitutional contacts in the fields of rights and pensions;
- manage statistics on the pensions sector for the PMO, Eurostat or internal requests, including updating them on a monthly basis.

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

The Working conditions and talent management unit (E3) is part of the CoR's Directorate for Human Resources and Finance, which comprises five operational units made up of some 70 officials and other staff members. The unit is divided into three sectors: the Rights and Obligations sector, the Working conditions, health and well-being sector, and the Learning and Development sector. This dynamic team is made up of 22 officials representing a wide variety of EU countries, languages and cultures.

The Rights and Obligations sector establishes and monitors the rights of all categories of staff (officials, temporary staff, contract staff and seconded national experts), acts as a contact point for pensions and departures and for privileges and immunities, and is responsible for compliance with obligations under the Staff Regulations (external activities, code of conduct, etc.) and with the institution's ethical framework, in close cooperation with the HR Legal Advice sector.

One of our challenges for the future is to retain our talent, and to provide staff with more mobility options.

Are you the talent we are looking for?

Given the specific characteristics of this position and the requirements in terms of knowledge and working experience acquired in the European institutions, please only apply if you meet the specific requirements for the position.

General competencies required:

- You have excellent organisational skills, and are able to work efficiently while having an eye for detail in order to meet deadlines and the required quality standards.
- You have the ability to think critically and take initiative, you have a sense of responsibility and you adapt easily to quickly changing priorities, even when working under pressure.
- You have very good oral and written communication skills, and you are diplomatic and staff-service-oriented, demonstrating availability, flexibility and discretion, among other things.

Specific competencies required:

- You have very good knowledge of the provisions of the Staff Regulations relating to staff entitlements (Annexes VII and VIII to the Staff Regulations).
- You have a strong command of IT applications and tools (Outlook, Excel, Word, SharePoint, Teams, etc.), and experience in managing team sites in SharePoint, or the ability to acquire this knowledge quickly.
- You have 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 good command of English and French is required. Knowledge of any other EU languages would be an asset.

Additional competencies/knowledge (assets):

- You have at least two years' previous working experience in human resources management, ideally acquired in the European institutions, so that you can be operational quickly and meet current service needs.
- Professional experience in a department requiring strict confidentiality and/or in a multidisciplinary or multi-task department would be an asset.
- Good knowledge of the workings of the EU institutions and the political structure and organisation of the CoR would be an asset.
- Prior experience with Adonis, SysPer and Business Objects 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 of encouraging 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 foster 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 29/06/2023. Please remember to read the appendix to this vacancy announcement carefully.

The Secretary-General

(signed)

Petr Blížkovský

The [European Committee of the Regions](#) (CoR) is the political assembly which enables 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.
