



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AST1-AST7/3/21

Assistant¹

Directorate	Directorate for Human resources and finance
Unit	Financial management Unit ²
Vacancy	AST1-AST7
Type of post	ASSISTANT
Date of publication	18/02/2021
Deadline:	11/03/2021 at noon (Brussels time GMT + 1)

Your job and responsibilities

Are you familiar with public procurement procedures? Would you be interested in a versatile position, involving cooperating with colleagues across the organisation, playing an important and appreciated role and enjoying autonomy in the exercise of your function?

As public procurement assistant, you will be part of a dynamic and friendly team of three procurement officers recognised as a centre of expertise. You will be reporting to the head of unit and the head of sector, and you will be mostly responsible for providing operational departments with advice and assistance in the field of tendering procedures.

Your main tasks, in connection with calls for tender launched by the European Committee of the Regions (CoR), will involve:

- Assisting operational departments with the preparation of procurement documents and the running of tendering procedures covering services and supplies, as established in the CoR annual procurement planning;
- Monitoring public procurement procedures to ensure compliance with the Financial Regulation and other applicable rules;
- Providing general support and/or advice in the area of public procurement or contract management to the different stakeholders within the CoR;
- Providing advice on the preparation of amendments and other legal matters relating to the performance of contracts;
- Keeping templates and standard documents relating to public procurement regularly up-to-date;
- Updating the information on MyCor intranet and CoR website pages dedicated to public procurement.

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

² Previously "General administration and public procurement unit"

Furthermore, you will assist in gradually enhancing the institution's e-procurement capacity and may be called to contribute to the development and implementation of other aspects of the financial management model or of the internal control environment in place.

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

The Financial management Unit has a staff of 15 persons and is part of the Directorate for Human resources and Finance. It is composed of 4 sectors:

- Financial verification;
- Financial initiation,
- Public procurement; and
- Missions, mobility and space management.

The unit contributes to improving internal control measures in order to reduce management and implementation risks, in particular with regard to public procurement and financial transactions. It plans and coordinates the management of tenders and provides support to operational units in this context. Finally, our unit serves the institution in a number of other administrative matters such as missions, promotion of sustainable transport modes, business continuity as well as the infrastructure liaison office.

Our main achievements in recent years have been the revision of the internal financial rules, the adoption and implementation of a new risk management method, the introduction of paperless circuits both for financial management and in the field of missions, as well as the creation of a single entry page on our intranet containing all information of financial nature useful for financial actors.

Our future challenges include a review and simplification of the control environment and financial management within our Institution, updating our Business Continuity Strategy, continuing the digitalization of financial and administrative processes, the adoption of a new mission guide and the development of a new policy for sensitive functions (together with the human resources departments).

Are you the talent we are looking for?

- You have a strong proven experience in public procurement and a good knowledge of the rules and procedures regarding the award of tenders and contracts applicable within the European Institutions (Financial Regulation and Vademecum on public procurement);
- You preferably have a diploma in the field of finance or law or professional experience in this field (legal and procedural aspects);
- You have excellent analytical and drafting skills (ability to distinguish the essential from the accessory), as well as sound judgement (incl. to identify areas of risk) and an eye for detail;
- You are highly organized, you know how to prioritize and you can work under pressure and meet deadlines;
- You are a rigorous person, with a strong sense of responsibility who can work both autonomously and in a multicultural and multi-disciplinary environment;
- You are a good communicator, have a "client-oriented approach" and a sense of diplomacy in interpersonal relationships;
- You are flexible, have a sense of initiative and are enthusiastic about innovation and continuous on-job learning;

- You have a thorough knowledge of one of the official languages of the European Union (EU) 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 other of those two languages would be considered an asset;
- 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.

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 11/03/2021.

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.
