



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AST1-AST7/7/22

ASSISTANT¹

Directorate	Directorate for Legislative Work 1
Unit	Commission for Natural Resources (NAT)
Vacancy	AST1-AST7
Type of post	ASSISTANT
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	27/01/2022
Deadline:	14/02/2022 at noon (Brussels time GMT + 1)

Your job and responsibilities

Interested in European Union (EU) policies and role of regions and cities? Would you like to help your colleagues in making the voice of regional and local politicians heard at EU level?

As an assistant in the unit, you are responsible for:

- organising the NAT commission's statutory meetings, in close cooperation with the rest of the team and the central meeting service;
- supporting the commission work in the thematic planning, impact assessment, planning of events and other related activities;
- ensuring proper administrative follow-up of decisions taken during statutory meetings of the commission;
- assistance to unit staff for the preparation of mission requests and reimbursement requests;
- preparing requests for reimbursement of members on behalf of the chair at the request of the Head of Unit;
- ordering and management of office supplies, management of office space of the unit as well as all related needs (ergonomics etc.).

As an assistant of the Head of unit, you are responsible for:

- assisting the Head of Unit in organising the unit, ensuring the circulation of relevant information within the team, preparing unit meetings, ensuring the follow-up tasks, tracking deadlines and workflow, etc. You are able to act in full autonomy, in particular to ensure effective communication and coordination across the unit and the respect of deadlines in coordination with other units and directorates;
- assisting the Head of Unit in Human Resources (HR) related aspects in cooperation with the HR contact point of the directorate and the relevant services of the directorate for HR and finance; ensuring all logistical

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.

aspects related to staff working conditions (i.e. monitoring absences/holidays/training and missions using the relevant software;

- assisting the Head of Unit in establishing the unit's budgetary requirements and managing the sound use of annual budgetary resources allocated to the unit in such a way as to provide effective support for the directorate's policies and priorities;
- providing general administrative assistance to the Head of Unit (agenda, meetings, phone calls, qualitative checks and follow-up of documents) etc.

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

Our Unit B1 – the commission NAT secretariat - is part of the Directorate for Legislative work 1 (Directorate B) and is composed of 10 staff members. It is divided into two sectors:

- Health policies team, dealing with public health, civil protection, tourism;
- Rural/Agriculture policy team, dealing with the CAP, rural development, forestry, food production, consumer protection, fisheries and maritime affairs

The NAT work programme for 2022 includes quite a number of political priorities and challenging steps and the whole secretariat needs to be fully committed and operational to put them into practice in the smoothest possible way. The remits of the NAT commission cover key policies of the EU, which will remain high on the agenda of the institution for the next few years.

Are you the talent we are looking for?

- You have sound experience in team working and administrative assistance;
- You have strong communication and interpersonal skills;
- You have a thorough knowledge of one of the official languages of the EU and a satisfactory knowledge of another of the EU official languages. For functional reasons, a thorough knowledge of English is required and at least a good level of French is desirable;
- Previous experience in EU institutions is a strong asset;
- Previous working experience with tools such as SysPer, MiMa, Sharepoint, Adonis/Ares would be considered as an asset;
- You have a good command of IT applications and tools (Outlook, Excel, Word, PowerPoint etc.).

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 14/02/2022.

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.
