



**European Committee  
of the Regions**

Brussels, 27 March 2018

**VACANCY NOTICE No COR/AST3-AST7/17/18**

concerning a post of

**ASSISTANT (M/F)**

in the Directorate for Human Resources and Finance

**Budget and finance unit**

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Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations

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1. **Vacancy:** AST3 – AST7

**Type of post:** ASSISTANT

2. **Working environment:**

The Budget and finance unit is part of the Directorate for Human Resources and Finance which is responsible for the optimal implementation and development of the human and financial resources, including the control environment, of the Committee of the Regions (CoR). It provides CoR members and the institution's secretariat-general 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 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 concerned and at an interinstitutional level.

The Directorate consists of four units:

- E1 – Budget and finance
- E2 – Recruitment and career
- E3 – Working conditions
- E4 – General administration and public procurement.

The Budget and finance unit's work is organized in three sectors, namely Budget, Payroll, and Accounting. The Budget sector supports the preparation of the CoR budget, the monitoring of its sound execution and the reallocation of appropriations. This sector also hosts the secretariat for the Commission for Financial and Administrative Affairs (CFAA). The Payroll sector initiates and authorizes the CoR's salary payments based on recruitment, careers and rights data that form an integrated part of the salary pay slips. The Accounting sector carries out the CoR's chronological and systematic bookkeeping and treasure management.

3. **Brief description of main responsibilities:**

Under the authority of the Head of unit and Head of sector, the official will be responsible for administrative and operational management work within the Budget sector of the Budget and finance unit and in particular of the Commission for Financial and Administrative Affairs (CFAA).

4. **Duties:**

The official's duties will include:

CFAA secretariat related:

- Assisting in developing the agenda of the CFAA meetings and establishing the work-planning;
- Coordinating with services for the reservation of the meeting rooms and interpretation;
- Sending the meeting invitations to CFAA members;
- Coordination with the CoR services for preparation of documents and follow-up throughout the approval circuit;
- Coordination of translation of documents via the appropriate management tools, liaison between translation and contributing services, monitoring and follow-up;
- Liaison with the planning, printing and interpretation services involved in the preparation of paper documents and organization of meetings;
- Assisting in the organisation of CFAA preparatory meetings with CoR political group secretariats and CFAA Presidency (including meeting room reservations, orders of consumables, submission of CFAA documents to participants, etc);
- Initiating the requests for reimbursement of expenses for the individual presences of CFAA members and follow-up of their approval;
- Participation in the preparatory meetings and coordination with services for follow-up of the questions raised during the preparatory meetings;
- Assisting in writing the briefings to the CFAA Chair;
- Submission of documents to CFAA members and other participants of meetings;
- Assisting in writing of the summary of decisions and recommendations and of the follow-up to the CFAA meetings;
- Distribution of the summary of decisions to CFAA members following its approval;
- Follow-up of the submission of CFAA documents to the CoR Bureau, when necessary;
- Archiving documents and records of the CFAA meeting;
- Managing the functional mailbox of the CFAA Secretariat;
- Ensuring the update of the information related to CFAA available on the CoR intranet, internet and "Agora".

Budget related:

- Assisting in the preparation and follow-up of the approval of the CoR budget throughout the whole budget process;
- Assisting in regular monitoring, follow-up and analysis of the CoR budget execution;
- Assisting in drafting regular CFAA notes on the Budget execution, Budget process, briefing notes to the Secretary-General and the CFAA Chairman and reports to the Bureau;
- Maintenance and update of the unit's information on the CoR intranet;
- Yearly input of the CoR Draft Budget data into CIBA;
- Assisting in the yearly ex-post control exercise.

5. **Who can apply? (eligibility criteria):**

On the closing date for applications and without prejudice to the other provisions of Article 28 of the Staff Regulations, each applicant for a permanent position within the CoR must prove that he or she is an established official or a successful candidate in an EPSO competition for an appropriate grade.

6. **Qualifications and skills required:**

- Thorough knowledge of an official language of the European Union and satisfactory knowledge of a second official language of the European Union. For functional reasons, a sound knowledge of English and a good knowledge of French are required;
- Good analytical and drafting skills;
- Good knowledge of current office applications such as Share Point and MS Office;
- Ease in handling figures and data (Excel tables, etc.);
- Ability to organise and coordinate operations;
- Ability to work both in a team and independently and good aptitude for inter-service cooperation;
- Sense of initiative and ability to meet tight deadlines;
- In depth knowledge of the EU Financial Regulation and accounting or budget related background/experience would be an asset;
- Knowledge of software such as Visual Basic, Ariane, Agora, Adonis, and CIBA would be an asset.

7. **Applications**

All applicants for this vacancy must complete in full the electronic application form available at <https://candpvc.cor.europa.eu/FormPVC.aspx?m=i&culture=en>

To be valid, the application must be complete and accompanied by an **up-to-date CV**, a **cover letter** and all of the following supporting documents:

- Applicants submitting an application under Article 29(1)(a)(i) – **transfer** (established officials of the Committee of the Regions only): proof of current grade;
- Applicants submitting an application under Article 29(1)(a)(ii) – appointment in accordance with Article 45a (**certification**): proof of current grade, proof of successful completion of certification procedure (only for posts in the AD function group);
- Applicants submitting an application under Article 29(1)(a)(iii) – **promotion** (established officials of the Committee of the Regions only): proof of current grade which must be immediately below the minimum range of grades defined for this vacancy. The applicant must have occupied his or her current grade for at least two years on the closing date for this vacancy;
- Applicants submitting an application under Article 29(1)(b) – **inter-institutional transfer**: proof of current grade in institution of origin;
- **Applicants who have passed an EPSO competition** for officials: number of EPSO competition, candidate number, proof of passing an EPSO competition for the function group and grade mentioned in this vacancy.

8. **Closing date for applications: 20 April 2018 at midday (Brussels time)**

9. **Comments**

- The appointing authority will first consider applications submitted under Article 29(1)(a) of the Staff Regulations (transfer, appointment or promotion), then applications submitted under Article 29(1)(b) (inter-institutional transfer) and finally applications from candidates who have passed an EPSO competition<sup>1</sup>.
- The post will be filled as and when budget resources permit.

**Only duly completed applications that meet the eligibility criteria specified in point 5 of this vacancy notice will be taken into consideration in establishing a list of suitable candidates who may be invited for interview. Applications that are incomplete or submitted after the deadline for applications will not be considered.**

**Please note that only those candidates selected for an interview by the requesting service will be contacted in person.**

**If you have not been contacted within the six weeks following the closing date in this vacancy notice, please consider your application unsuccessful.**

**The personal data contained in applications will be handled in accordance with European data protection legislation.**

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The 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 350 members, and through them the regional and local authorities they represent, to take part in the EU decision-making process.

As an employer, the CoR applies a policy of equal opportunities, precluding any discrimination, and is also committed to protecting the environment.

The Secretary-General

*(signed)*

Jiří Buriánek

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<sup>1</sup>

Article 29(1)(b) of the Staff Regulations offers officials the possibility of requesting a transfer to another institution or agency at any time during their career. However, candidates are reminded that, in the interests of the service, the transfer of newly recruited officials less than two years after they first take up their duties is only possible in exceptional cases and for properly substantiated reasons; each individual case has to be submitted for approval to the official's original institution or agency and to the institution or agency to which he/she wishes to transfer.