



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AST3-AST9/37/22

Head of the coordination team in the Central meeting sector (team leader)

Directorate	Directorate A – Members, Plenaries, Strategy
Unit	Bureau, Plenary and Central Meeting Service Unit
Vacancy	AST3-AST9
Type of post	ASSISTANT
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	02/09/2022
Deadline:	23/09/2022 at noon (Brussels time GMT + 1)

Your job and responsibilities

Are you interested in managing the logistical and technical organisation of the European Committee of the Regions' (CoR) meetings? Do you have excellent organisation and communication skills and some experience in managing people?

As the team leader in charge of the coordination team of the Central Meetings Service (CSM) sector, you will manage a team of 4 staff members responsible for coordinating the logistical and technical support to meetings, both in and out of CoR premises.

You will be part of a multidisciplinary unit that has an active contribution to the organisation of the political activity of the CoR.

In addition:

- You will be responsible for the operational management of 5 different budget lines, including checking conformity of invoices for interpreting services via the European Commission and European Parliament websites;
- You will manage and coordinate calls for tender by the meetings service: choice of procurement procedures; drafting of technical specifications for conference and audiovisual installations; management of order forms; preparation of payment files etc.;
- You will ensure an appropriate follow-up at inter-institutional level of framework contracts and of conformity checks on deliveries;
- You will manage meeting/conference room booking requests in the 6 buildings of the CoR through the Agora tool;
- You will manage the catering requests for conferences, prepare feasibility projects for interpretation, including layout plans of conference rooms;
- You will contribute to the planning and reporting activity of Directorate A.

Besides, you will be appointed as Operational Initiating Agent for the budgetary lines managed by the unit and will receive all necessary training.

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

Our "Bureau, Plenary and Central Meetings service" Unit has about 30 staff members and is part of Directorate A. It is divided into 2 sectors:

- The Central Meetings Service, where you will work, which plans and coordinates the meetings organised by the CoR and provides the necessary logistical and technical support;
- The Registry, that ensures the planning and organisation of the Plenary Sessions and the Bureau meetings, including the preparation of agendas, minutes and meeting documents.

Our main achievements:

- We have adapted the organisation of meetings and the technical infrastructure at the CoR, from a completely presence-based environment before the Covid-19 crisis, to the remote and hybrid environments required by the current circumstances;
- We have modernized all procedures in the unit to embrace the paperless policy in the CoR.

Our challenges ahead:

- We will have to successfully implement the new Central Meeting Service, that is progressively taking over the logistical organisation of statutory meetings in and out of Brussels, and as head of the coordination team, you will be actively involved;
- In the period 2022-2027, we will have to upgrade the interpretation systems in all our conference rooms, in close cooperation with the European Economic and Social Committee.

Are you the talent we are looking for?

- You have a thorough knowledge of the Financial Regulation of the European Union and of procurement procedures;
- You have very good communication and interpersonal skills, as well as strong coordination skills;
- You are proactive, possess a strong sense of responsibility and the ability to work in a team;
- 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 very good knowledge of English or French is required; a satisfactory knowledge of the other of these two languages would be desirable;
- You have a good knowledge of the mission of the CoR and its organisation;
- A relevant working experience in people management and demonstrated ability to develop and motivate a team is an asset;
- You have a good command of IT applications and tools (Outlook, Excel, Word, Sharepoint, 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 23/09/2022. 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.
