



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/SC1-SC4/55/22

Secretary/clerk

Directorate	Directorate for Legislative work 2
Unit	Coordination, planning, impact – Cross-border cooperation, territorial partnerships
Vacancy	AST/SC1-AST/SC4
Type of post	SECRETARY-CLERK
	Publication under Article 29(1)(a), (b) and (c) of the Staff Regulations
Date of publication	24/11/2022
Deadline	15/12/2022 at noon (Brussels time GMT + 1)

Your job and responsibilities

Do you enjoy working in teams, having a large variety of tasks, and are you interested in contributing to the legislative activities of the European Committee of the Regions (CoR) while supporting the Unit's Deputy Director and the administrators in their administrative and coordination tasks?

As a secretary/clerk in the Coordination, planning, impact – Cross-border cooperation, territorial partnerships Unit of the Directorate for Legislative work 2 (Directorate C), under the guidance of the Deputy Director and the relevant administrators, you will provide administrative support in coordinating the legislative planning and reporting process relating to the opinions of the COTER, ECON and SEDEC commissions, and in monitoring the workflow and ensuring the appropriate output and feedback to the other EU institutions, notably the European Commission, the Council and the European Parliament.

In this respect, you will provide administrative support in coordinating the planning of meeting calendars as well as the preparation process for the CoR plenary sessions, the Bureau and the Commission for Financial and Administrative Affairs, ensuring relevant information is shared effectively between our Directorate and other CoR services, and preparing and sending documents (meeting calendars, list of opinions for adoption, list of amendments, list of experts, synoptic tables, etc.). You will work in close cooperation with the coordination team of the Directorate for Legislative work 1, notably in managing referrals from the European Commission, the Council and the European Parliament.

You will assist the administrators in coordinating and monitoring the preparation and delivery of horizontal output from the Directorate, the preparation of the Directorate's ongoing and annual work programme, and in meeting the Directorate's planning and reporting obligations, including the Annual Activity Report, the management plan and risk analysis, the rolling action plan and the ex-post verification exercise. You will provide administrative support in implementing the Directorate's communication strategy in cooperation with the Directorate for Communication, prepare the draft minutes of relevant meetings, descriptions of procedures and discussion points in areas of expertise, and support the Directorate's work through external studies and expertise in conjunction with the administrators in charge.

When needed, you will act as a backup to the other assistants of the Unit and carry out other tasks as assigned by the Deputy Director.

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

We are a small and lively Unit working in a friendly and interactive atmosphere. You will be part of a dynamic team of 7, consisting of 3 assistants, 3 administrators and the Deputy Director, who will also be your line manager. The team also closely cooperates with the Director and his assistant.

Our team is responsible for:

- coordinating the legislative planning process of the CoR in relation to the opinions of the COTER, ECON and SEDEC commissions;
- ensuring cooperation and coordination within the Directorate in preparing horizontal output from the Directorate, as well as in cooperation with other CoR Directorates and services, ensuring the timely delivery of documents (for statutory bodies, requests from the President and the Secretary General, briefings, speeches, letters, etc.);
- coordinating and monitoring the strategic planning of the work of the Directorate focused on impact (thematic planning, follow-up of opinions, Impact Report, Kiklos);
- coordinating the studies programme and the external expertise for the Directorate;
- coordinating the Directorate's input to the CoR budget, strategic planning, administrative planning and reporting cycle;
- liaising with the Cabinet of the Secretary General (main contact point of the Directorate);
- ensuring efficient procedures inside the Directorate and the overall quality control of the Directorate's work, such as documents, briefings, letters, speeches, etc. (quality control includes compliance with the service instructions provided by the Secretary General);
- coordinating specific projects, notably in cross-border cooperation and territorial partnerships.

The future challenges of the Directorate include:

- ensuring a stronger and more coordinated support to the CoR members in their capacity as members of the CoR commissions within the remits of our Directorate;
- further increasing outreach and impact by strengthening the evidence base and the quality of opinions, strengthening cooperation with EU institutions, like-minded partners and territorial organisations, and fostering cooperation between the CoR Directorates and services;
- developing a stronger thematic planning of the CoR's legislative activities through a cross-directorate strategic planning exercise, focusing on the impact of the CoR's work;
- promoting further simplification of procedures and digitalisation of the Directorate as part of the CoR's overall IT strategy;
- further developing the CoR's role in cross-border cooperation and territorial partnerships.

Are you the talent we're looking for?

- You possess previous experience in administrative support, you organise your work efficiently, you can prioritise when working under pressure, and you enjoy being part of a team.

- You have very good verbal and written communication skills, including excellent organisational skills and political awareness, you respect deadlines and are able to set priorities and you have an eye for detail.
- You have the ability to think critically and take initiative, you have a sense of responsibility and you work well under time pressure.
- You have a customer-oriented mindset, including availability and flexibility.
- You have good knowledge of the functioning of the EU institutions (knowledge of the political structure and organisation of the CoR would be an asset).
- You have a strong command of IT applications and tools (Outlook, Excel, Word, SharePoint, Teams, etc.), and you have experience in managing teamsites in SharePoint, or the ability to quickly acquire this knowledge.
- Previous experience with Adonis, Agora, Dynamics, EU Survey and the ABAC financial management system would be an asset.
- You have a thorough knowledge of one official EU language, and at least satisfactory knowledge of another official EU language: for functional reasons, a very good command of written and spoken English is required, and a good knowledge of French would be an advantage. Knowledge of any other EU languages would be an asset.

What we offer

- A European institution on a human scale at the heart of the European quarter, with easy accessibility.
- 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, 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 15/12/2022. Please remember to carefully read the appendix to this vacancy announcement.

The Secretary General

(signed)

Petr Blížkovský

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