



European Committee of the Regions

Study visit for a government official from Ukraine in the CIVEX Commission of the European Committee of the Regions

Number of positions open: 1

Duration: 12 months

Period: available to start on 1 January 2024

Application deadline: 20 November 2023, 18.00 (Brussels time)

The CoR CIVEX commission:

The CIVEX Commission (Commission for Citizenship, Governance, Institutional and External Affairs) is part of the Directorate for Legislative work 1 of the Committee of the Regions (CoR).

The Directorate for Legislative work 1 is responsible for three (NAT, ENVE and CIVEX) of the six thematic CoR Commissions.

Within the CoR, the CIVEX Commission's secretariat is the unit responsible for managing the CoR's external relations-related activities. Within the external relations activities, the CIVEX commission is the leading CoR unit on cooperation with Ukraine along with the Eastern Partnership countries (Ukraine, Moldova, Georgia, Armenia and Azerbaijan) and the Enlargement countries.

Brief description of the main responsibilities:

In the context of the **CoR 10 point support package to Ukraine**, which was proclaimed on 24 February 2023 on the occasion of the meeting of the Working Group Ukraine in Gdańsk, the CoR has committed to put in place a "*seconded-national-expert-like programme, for Ukrainian line ministry staff, as well as civil servants from local and regional authorities*".

The Ukrainian study visitor will be joining the CIVEX secretariat of about 20 colleagues: Head of Unit, Deputy Head of Unit, policy advisors, policy assistants and trainees. The study visit will have a maximum duration of 12 months and entails the performance of duties at the Committee's premises in Brussels. Pursuant to rules currently in force, study visitors like all Committee employees have the right to request to work away from their place of employment for up to 15 working days during a calendar year.

More concretely, the study visitor will be supporting the "External relations" team within the unit that is, among other files, dealing with Ukraine and managing the CoR Task Force on Ukraine. The new colleague will be asked to provide specific support for the ongoing and upcoming Ukraine-related meetings and activities, including as relating to the **CoR Working Group on Ukraine**, the **European Alliance of Cities and Regions for the Reconstruction of Ukraine** and the **Summer Camps for Ukrainian Children**. The candidate will help build relations between the CoR and Ukrainian public administration and their presence will enable both the CoR and the Ukrainian public administration (at all levels of government) to learn from each other and exchange experiences.

The candidate will join a stimulating working environment with varying workloads (conditional to the quantity of activities and meetings) and have the opportunity to cooperate with CIVEX colleagues and provide general support to the horizontal work of the CIVEX commission.

The study visitor will be supported by a supervisor during his / her study visit.

Specific duties:

The work in a CoR Commission secretariat entails close interaction with a wide range of internal and external interlocutors. More specifically the candidate will:

- contribute to the implementation of the CoR 10 point support package to Ukraine
- contribute to the work of the Working Group Ukraine;
- contribute to the work of the European Alliance of Cities and Regions for the Reconstruction of Ukraine;
- contribute to the work on the Summer Camps for Ukrainian Children;
- conduct research on specific topics;
- compile information notes / reports;
- attend online / in-presence meetings and report to the CIVEX team;
- attend conferences, workshops in relation to the tasks, write summaries, report briefings;
- liaise with CIVEX colleagues and support with organisational aspects of meetings;
- liaise with Ukrainian counterparts as relevant and instructed by CIVEX;
- contribute to editing web content for the Ukraine dedicated CoR web-page;
- ensure punctual informal translations from / into Ukrainian.

Profile of the candidates for the study visit:

- Ukrainian national
- University graduate that has at least completed a Bachelor's Degree, in one of the following areas: law, political science, international relations or European affairs;
- Official working for the Ukrainian public sector (central government, local, regional authorities) or a Ukrainian association of local and regional authorities;
- Native Ukrainian speaker;
- Fluency in English and possibly (not mandatory) another EU language;
- Knowledge of the EU institutions and relevant EU policies;
- Good drafting and communication skills;
- Good knowledge of the Ukrainian sub-national governance;

- Good knowledge of the EU-Ukraine cooperation;
- Experience with cross-border cooperation between Ukrainian and EU local and regional authorities would be an asset.

Additional information:

According to article 16.2 of the [Decision 188-2022 related to Traineeships](#) at the CoR, study visits for government officials are not remunerated by the CoR but by the official's employing institution. However, government official trainees may be eligible for social measures under the conditions stated in Article 5(6) of the above-mentioned Decision.

How to apply

Candidates interested need to apply by following this procedure:

- Visit the CoR application page via this [link](#)
- Select "Study visit for Government officials"
- In the section "Preferred Unit", please select exclusively "Commission CIVEX"

Candidates pre-selected will be asked to upload at a later stage in their application the following documents in order to be eligible:

- Legible copy of a passport or identity card, giving surnames, forenames, date and place of birth and the nationality of the applicant
- Proof of employment in the Ukrainian public sector (central government, local, regional authorities) or by a Ukrainian association of local and regional authorities, in Ukrainian accompanied by a translation in English
- Copy of the relevant diplomas

For more information about the CoR initiatives to support Ukraine, please contact SupportUkraine@cor.europa.eu

[For information or questions on the application process, please contact \[trainee@cor.europa.eu\]\(mailto:trainee@cor.europa.eu\)](#)