



European Committee
of the Regions

Human Resources and Finance

VACANCY NOTICE N° COR/AST1-AST7/2/22

Assistant (M/F)

Directorate	Directorate for Human Resources and Finance
Unit	Financial Management Unit
Vacancy	AST1-AST7
Type of post	ASSISTANT
	Publication under Article 29(1)(a),(b) and (c) of the Staff Regulations
Date of publication	20/01/2022
Deadline	11/02/2022 at noon (Brussels time GMT+1)

Your job and responsibilities

Do you like autonomous administrative functions, communication, diversity of tasks and versatility? Do you want to play an important and recognized role in an organization on a human scale?

As administrative agent within a small but versatile team, you will perform tasks in support of various European Committee of the Regions (CoR) processes. In particular, you will be responsible for:

- providing administrative support and monitoring follow-up to the unit's responsibilities in its areas of competence (financial management, public procurement, staff missions/mobility, office space management, etc.);
- coordinating the unit's horizontal communication with staff members and with operational services (*i.a.* maintenance of the unit's intranet/internet pages, assistance in the elaboration and editing of a financial newsletter, etc.);
- contributing to the implementation of the institution's sustainable mobility policy (*i.a.* in developing and organising awareness raising actions to promote staff members' use of sustainable transport modes);
- as part of the institutions' mission service, handling staff members' requests for travel order and process their claims for reimbursement of mission expenditure in compliance with applicable rules and procedures.

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

The Financial Management Unit currently has a staff of 18 persons and is part of the Directorate for Human Resources and Finance. It is composed of 4 specialised sectors:

- Financial verification;
- Financial initiation;
- Public procurement; and
- Missions, mobility and space management.

The unit assists decentralised operational CoR services and authorising officers by sub-delegation with the central initiation and verification of financial transactions. It plans and coordinates the management of public tenders and

provides support to operational units in this context. Finally, our unit serves the institution and its staff members in a number of other administrative matters such as staff missions, promotion of sustainable transport modes as well as the infrastructure liaison office.

Are you the talent we are looking for?

- You have an interest and experience in handling administrative files with a large degree of autonomy and in a service minded spirit;
- You have a sense for efficient communication and experience in the area of webpage management and/or editing of communication products;
- You are flexible, have a creative mind, have sound organizational skills as well as excellent analytical and synthesis skills (ability to distinguish the essential from the accessory);
- You are a rigorous person, with a keen sense of responsibility, knowing how to work independently but with team spirit, endowed with a sense of interpersonal relationships as well as integrity and discretion;
- You have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another of these languages. For functional reasons, a thorough knowledge of English and/or French is required; at least satisfactory knowledge of the other of these two languages is an asset;
- You have a good command of standard IT applications and tools (Outlook, Excel, Word, Business Objects, SharePoint; etc.).

What we offer

- A multi-dimensional position within a young, dynamic and constantly evolving team;
- 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 11/02/2022.

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.
