



European Committee  
of the Regions

## Human Resources and Finance

### Call for expression of interest

#### 1 position of Seconded National Expert (SNE)

#### Coordinator of events and outreach activities

Directorate	Directorate for Communication
Unit	Unit D.2 – Events and local dialogues
Type of post	Paid Seconded National Expert
Duration	2-year secondment starting on 01/09/2023
Deadline:	<b>12/06/2023 at noon (Brussels time GMT + 1)</b>

### Your job and responsibilities

As an SNE in the Events and local dialogues Unit, within the Flagship projects sector, you will be in charge of:

- Carrying out tasks related to the organisation of European Committee of the Regions (CoR) events, at administrator level, carrying out conceptual work, project management, presenting the event, developing the content;
- Coordinating online content, tools and services relating to CoR events;
- Meetings and follow-up with internal services and external partners and service providers;
- Contributing to notes, internal and external information means and publications including the website;
- Collecting key data and drawing up briefings, concept notes and speeches as required;
- Collaborating with EU institutions services, regional associations, academic networks and institutions;
- Defining objectives and indicators for measuring the impact of events;
- Contributing to evaluating events and related internal and external notes and reports.

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

The key mission of the Events and local dialogues Unit is to organise high quality events which provide input and visibility to the CoR's political and legislative works and serve as a platform for exchange between regions and cities. Our team of 16 staff, serves not just the CoR, but the broader inter-institutional cause of explaining the European Union and offering networking space to regions and cities. The Unit is a part of the Directorate for Communication, together with Unit D.I – Coordination, planning, impact – Outreach strategy, Unit D.1 – Press office, relations with media and Unit D.3 – Digital communication and IT strategy.

Our main achievements are based on a continuous successful series of flagships events: 20 editions of the European Week of Regions and Cities, the biggest annual event dedicated to regions and cities from all over Europe; 9 editions of European Summit of Regions and Cities, a unique political networking platform

for regional, local and EU politicians from across Europe; 13 editions of EuroPCom, the largest conference on public communication in Europe; as well as the contribution of our member-centric communication campaign "A New Chapter for EU Democracy" to the inter-institutional efforts to bringing the EU closer to its citizens.

### Eligibility criteria

Candidates for an SNE position must fulfil the following eligibility criteria:

- be employed by a national, regional or local public authority or an intergovernmental organization;
- have worked for at least three years, full-time, in an administrative, scientific, technical, advisory or supervisory post;
- have been in the service of their current employer for at least twelve months; and
- be able to prove that their employer will continue to pay their salary, maintain their established or contractual employment status and guarantee their social rights and benefits, particularly as regards to social security and pension rights, throughout the period of secondment.

For functional reasons, a thorough level of English is required for this position and a good knowledge of French is desirable; knowledge of other languages would be considered as an asset.

Please consult the complete text of the decision 41/2023 on the rules applicable to national experts seconded to the European Committee of the Regions on our [Jobs](#) page. An allowance is paid on top of the salary paid by the SNE's employer.

### 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://candend.cor.europa.eu/FormEND.aspx?m=i&culture=en> before noon on 12/06/2023.

Please indicate "Unit D.2 – Events and local dialogues" in the field "Areas of interest".

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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.

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