VACCY NOTICE (CDR/AD 14-AD 15/25 BIS/08) — DIRECTOR (M/F) OF THE DIRECTORATE FOR ADMINISTRATION AND FINANCE

(2008/C 201 A/01)

1. VACANCY

The Committee of the Regions (CoR) has decided to start the procedure for filling a post of director (grade AD 14) on the basis of Article 29(2), of the Staff Regulations.

The post is that of director of the Directorate for Administration and Finance.

According to Rule 62 of the Rules of Procedure of the Committee of the Regions, the appointing authority for this post is the CoR Bureau, following a proposal from the secretary-general.

2. DUTIES

Under the direct authority of the secretary-general, the director directs the Directorate for Administration and Finance, made up of some 65 officials and other staff divided into four units. In particular, he/she:

— organises, supervises and monitors the work of the Directorate for Administration and Finance,

— supervises the management of human and financial resources at the CoR, and in particular:

— contributes to the strategic development of staff policy and ensures its implementation under the authority of the secretary-general,

— ensures the preparation, implementation and follow-up of the budget (contacts and negotiations with the ad-hoc departments of the budgetary authorities),

— is responsible for the financial verification service of the Committee,

— supervises and guides the definition and implementation of the internal control standards of the Committee, including the drawing-up of the institution’s annual reports,

— represents the administration of the Committee in the college of heads of administration; ensures the necessary interinstitutional contacts,

— performs the duties of authorising officer by sub-delegation within the limits laid down,

— performs the duties of appointing authority within the limits laid down,
— monitors work concerning the interinstitutional committees and the institution’s own committees in areas within the terms of reference of the Directorate for Administration and Finance,

— monitors implementation of the cooperation agreement with the European Economic and Social Committee (EESC) within the areas for which he/she is responsible and, in particular, is a member of the CoR/EESC Cooperation Committee.

3. REQUIREMENTS

(a) General conditions:

— be a citizen of one of the Member States of the European Union,

— be entitled to one’s full rights as a citizen,

— have fulfilled any obligations imposed by the laws on military service,

— meet the character requirements for the duties involved. Candidates are reminded of the limitations imposed by the Staff Regulations of Officials of the European Communities on outside activities, terms of office and conflicts of interest (Articles 11, 11a, 12b, 13 and 15).

(b) Special conditions:

— university degree when the normal duration of studies is four years or more, or university degree plus at least one year of appropriate professional experience when the normal duration of studies is at least three years (Article 5(3)(c)(i) and (ii) of the Staff Regulations),

— at least 15 years’ professional experience (after graduation) in AD-level duties, including at least five years in a management post,

— experience in matters of general administration, staff management and finance, and of the relevant statutory and administrative procedures,

— knowledge of Community issues and of the various spheres of activity of the European Union,

— great ability to lead a team and manage several departments,

— thorough command of an official language of the European Communities and very good command of two other official languages of the European Communities. For operational reasons, a mastery of French and English is essential. Knowledge of other official languages of the European Communities would be an asset.

4. APPLICATIONS:

— applications should be sent by registered mail addressed to the Recruitment and Careers Unit of the Committee of the Regions, 101 Rue Belliard, B-1040 Brussels,

— each application should be accompanied by a detailed curriculum vitae and by all the other relevant supporting documents,

— CoR officials wishing to apply must provide a cover letter accompanied by a detailed curriculum vitae, together with supporting documents relating to the candidate’s training, professional experience and skills, and fill in the form for this purpose, which may be obtained from the Recruitment and Careers Unit of the Directorate Administration and Finance (Ms Van Keer) or in CoRnet (Templates and Forms). This application should be addressed to the Recruitment and Careers Unit (by registered mail or by hand, in return for an acknowledgement of receipt),
— other applications must be accompanied by a cover letter, a detailed curriculum vitae, supporting documents relating to the candidate’s training, professional experience and skills and an official document stating the official’s classification (category, grade and seniority in grade) and status, and should be sent to the Recruitment and Careers Unit of the Committee of the Regions, 101 Rue Belliard, B-1040 Brussels (by registered mail or by hand, in return for an acknowledgement of receipt).

5. **CLOSING DATE FOR APPLICATIONS: 19 SEPTEMBER 2008 AT 12 NOON.**

6. **COMMENTS:**

   — the Committee of the Regions applies a policy of equal opportunity ruling out any discrimination based on such aspects as gender, race, colour, ethnic or social origin, genetic features, language, religion or philosophical conviction, political or any other opinions, membership of a national minority, financial status, birth, disability, age or sexual orientation,

   — the post will be filled as and when budget resources permit.