

**NOTICE OF VACANCY**  
**SECONDED NATIONAL EXPERT – DECENTRALISED COOPERATION**

- Directorate:	<b>Interinstitutional Relations and Networks</b>
- Unit:	<b>Unit E3 - ARLEM, Decentralised Cooperation and Contact group with the Council of Europe</b>
- Place:	<b>CoR, Brussels, Belgium</b>
- Contact person(s):	<b>Ms. Chiara Bacci, Ms. Annik Meulemans</b>
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- Phone:	<b>(+32-(0)2-282-2159/8428)</b>
- Foreseen Date of beginning:	<b>1<sup>st</sup> July 2011 (can be negotiated where appropriate)</b>

**Main areas of responsibility:**

- Following developments in European Union policies relating to decentralised cooperation; in particular responsible for dealing with questions on cooperation for development, trade and social policies;
- Carrying out analyses of development, economic and social policies;
- Management of the online Atlas and Portal of Decentralised Cooperation;
- Forecasting and monitoring political developments in the field of development cooperation, possibly in collaboration with networks of selected experts;
- Drawing up or taking part in the drawing-up of reports, background files, strategy memos, speeches, organising workshops and conferences, providing support for analyses carried out by the Commissions in the above mentioned fields of action;
- Boosting collaboration with the relevant departments of the European Commission in order to facilitate integration of local and regional authorities within EU development cooperation policies;
- Implementing framework contracts for the provision of services by drawing up order forms and monitoring contractors' work;
- Drafting specifications and following studies carried out via market opinions;
- Extending relations with other EU institutions, agencies, universities, institutes and specialist research centres.

**Main qualifications:**

- University degree or professional experience of an equivalent level in one of the following areas: law, economics, political science, social sciences;
- At least three years' working experience, and service of the current employer for at least twelve months, must continue to be remunerated and covered by social security for the entire period of secondment to the CoR;
- Experience in analysis and empirical research or political analysis; a solid ability in research methodology would be desirable;
- Knowledge of the various spheres of activity of the Committee of the Regions and of Community policies in general, and of international cooperation for development in particular;
- Good mastery of current IT applications (Microsoft Office XP: Word, Excel, PowerPoint, Outlook) and a willingness to learn applications specific to the service;
- Active personality and good communicator with an interest in highly analytical work and the ability to take initiatives on the basis of general directives;
- Thorough knowledge of an official EU language, for reasons linked to the operation of the service, a satisfactory knowledge of English and French is desirable;
- Good drafting and communication skills;
- Good analytical skills;
- Good organisational skills and output driven.