



**Local & Regional
Europe**



**Covenant of Mayors
in Sub-Saharan Africa**

Application pack

Position of Project Officer for the Covenant of Mayors Sub - Saharan Africa Project

Contract until 30 November 2019

October 2017, Brussels



Project funded
by the European Union

1. About the CEMR

The Council of European Municipalities and Regions (CEMR) is the European umbrella organisation of local and regional government, representing over 50 national associations in more than 40 countries. Our EU-policy work consists in influencing the European legislative and policy-making process, to ensure that the interests of local and regional government, and of the citizens they represent, are fully taken into account. This activity is closely complemented by related project activities.

In the area of energy and climate policy, CEMR contributes to the EU policy-making through the representation of local and regional government's views on key initiatives directly impacting local and regional policies.

2. About the Covenant of Mayors in Sub-Saharan Africa

CEMR is member of the consortium supporting with the implementation of the Covenant of Mayors (www.eumayors.eu) initiative. This European initiative gathers local authorities committing to take concrete and ambitious actions to reduce CO2 emissions and thus contributing to fight against the climate change. The Office of the Covenant of Mayors assists municipalities, provinces and regions involved in implementing their commitments and is also in charge of the promotion of the initiative in the EU and beyond. During the Climate Summit in Paris, EU Commission announced the geographical extension of the Covenant of Mayors for Climate and Energy, with new regional offices to be set up in Sub-Saharan Africa, North and South America, Japan, India, China & South-East Asia.

In December 2015, CEMR has been selected by the European Commission to implement the Covenant of Mayors Sub-Saharan Africa (CoMO SSA) covering 49 African countries with the aim to increase the capacities of cities to provide access to sufficient, sustainable and safe energy related services to urban and peri-urban populations (specially the poor), with a special attention to energy efficiency and renewable energy as drivers for local low emission, climate resilient and sustainable development. Given the major challenge of urban growth in the covered countries in the coming decades, the specific objective is to increase local governments' planning capacities on urban design, mobility and energy. Under the CoMO SSA initiative, local authorities are invited to make a voluntarily political commitment to implement climate and energy actions in their communities and agree on a long-term vision to tackle 3 pillars, namely access to energy, climate mitigation and climate adaptation. For more information on the CoMO SSA, please consult the website: <http://comssa.org>.

This project is developed and implemented in collaboration with ten partners based in Europe and Africa.

3. Job purpose

The Project Officer will support the overall execution of the project, in close collaboration with another Project Officer, an Administrative & Financial Assistant, CEMR Policy Adviser on Environment, Energy and Climate, and the Helpdesk Project Officer (based in Africa). He/she will help with: the internal coordination of activities, the planning and monitoring of Partners' work, the organisation/participation to major events and contribution to the preparation of the progress reports. The post holder will report directly to CEMR Director of Projects.

4. Duties and responsibilities

- a) **Coordination:** Ensure effective communication between Work Package leaders and contributors: preparation of the agenda, organisation of regular meetings
- b) **Project planning and monitoring:** Monitor the progress of the deliverables of all partners against the work plan; Suggest and adapt to the Project current needs ;

- c) **Events organisation:** Organise and participate to relevant events and capacity building workshops and follow up;
- d) **Communication:** Contribute to the preparation of the newsletters, Social Media (Facebook, Twitter) and the website;
- e) **Preparation of progress reports:** Contribute to the preparation of the progress reports due to the European Commission every year.

5. Project Officer profile

• Qualifications and experience

- Between 2 and 4 years' experience in planning and monitoring activities in EU projects;
- Excellent level of French and English ;
- Experience with multi-partners projects ;
- Experience in or with a local/regional/ national government desirable;
- Experience in Development Cooperation Projects and/or in Africa would be considered an asset.

• Skills and competences

- Show leadership in the delivery of the foreseen activities under the framework of the project;
- Team work;
- Flexibility to adapt to a moving environment
- Handle strict deadlines and support partners in the delivery of their activities;
- Strong networking, interpersonal and communication skills including social media ;
- Experience of working in an intercultural and multinational environment;
- Able to regular travel to Africa.

6. Main terms and conditions of employment

The full terms and conditions will be set out in a contract made on the basis of Belgian law. The following summarises some of the main points:

• Location

CoMO SSA Secretariat is hosted by the Council of European Municipalities and Regions (CEMR). The position is based at the CEMR headquarters, in Brussels; Square de Meeûs 1, 1000 Brussels; Available for occasional international travel.

• Duration

The proposed contract will start as soon as possible and until 30 November 2019.

• Salary

The annual gross salary for this position will be according to experience and qualifications of the successful candidates.

• Hours of work

The job is for 38 hours per week (5 days), with normal office hours being from 9:00 to 18:00 (from Mondays to Thursdays); 9:00-16:00 (on Fridays). Some flexibility in working hours will be required.

• Holidays

Employees are entitled to 25 days of paid holidays per year, in addition to public holidays, as well as a week off between Christmas and New Year's Day.

7. How to apply for this position

Please send by 19/10/2017 (midnight) the following two documents, one in English and the other one in French

- 1) A **cover letter** of maximum two pages, explaining why you are interested in this position and why you would be the ideal candidate;
- 2) A **curriculum vitae**, including employment history (**with net salary**), education, professional qualifications, language skills and contact details of two references.

Please send us your application by email to application@ccre-cemr.org with the subject "Project Officer – CoMO SSA",

Selected candidates will be invited to a written test; only successful candidates will be invited to an interview, in French and English, which will be held the week of 06/11/2017 in Brussels.

The successful candidate should ideally be available to start immediately.



About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 50 national associations of municipalities and regions from 41 European countries. Together these associations represent some 150 000 local and regional authorities.

CEMR's objectives are twofold: to influence European legislation on behalf of local and regional authorities and to provide a platform for exchange between its member associations and their elected officials and experts.

Moreover, CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government.