



**Local & Regional
Europe**

Application Pack for three positions on a project in Cohesion Policy

- 1) Project Officer**
- 2) Communication Officer**
- 3) Administrative Assistant**

Fixed term contracts at the CEMR Secretariat General in Brussels

August 2017

CEMR is recruiting for three positions on a project in Cohesion Policy:

- 1) A Project Officer on a project in Cohesion Policy: fixed term contract until October 2018, full-time employment (p.3)
- 2) A Communication Officer on a project in Cohesion Policy: fixed term contract until October 2018, full-time employment (p.4)
- 3) An Administrative Assistant on a project in Cohesion Policy: fixed term contract until October 2018, full-time employment (p.6)

The information concerning each of the positions (job description, employee profile, skills and qualifications, etc.) are described under the individual position.

The section on common terms and conditions for the employment and how to apply for the posts is provided at the end of the document (p.7).

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 from 41 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. To complement our policy work, CEMR engages in projects that address relevant issues for the respective policy objectives. For further information about CEMR and our work, please visit our website at www.ccre.org.

Objective of the project

The objective of this EU project is to organise dialogues at local and regional levels on cohesion policy and its future in eight EU Member States. It will be an opportunity to discuss with local and regional governments and other stakeholders the added value of EU Cohesion policy and to obtain ideas for a reformed future EU structural and Investment Funds policy.

Upon finalisation of the contractual issues with the Commission, we are looking for three positions for this project for a contract until the end of October 2018:

1. CEMR Project Officer on a project in Cohesion Policy

Fixed term contract until October 2018
Full-time employment

He/she will be responsible for the overall execution of the project, in close cooperation with a Communication Officer and an Administrative Assistant.

He /she will deliver the following tasks:

- a) Guide the overall delivery of activities on Cohesion Policy;
- b) Daily support to CEMR project partners in seven EU Member States;
- c) Liaise with relevant representatives of EU institutions (European Commission, European Parliament, EU Presidency, and Committee of the Regions) and relevant EU stakeholder associations;
- d) Promote and Disseminate: the project officer will be expected to implement the promotion strategy, preparation of relevant promotional materials and animation of a web-based platform to ensure a multiplying effect and sustainable impact of the project in collaboration with the Communication Officer;
- e) Report: the project officer will coordinate the reporting of each event and the final report;
- f) Organisation of two EU events, in Spain and Brussels;
- g) Project management, the Project Officer will represent CEMR at Steering committee meetings and other relevant events.
- h) Any other tasks as may be reasonably required.

Employee Profile

Qualifications and experience

- Two to Five year experience in EU project management with a large number of partners;
- Good knowledge of cohesion policy and/or managing European Structural and Investment Funds;
- Good experience in organising events.

Skills and competences

- Capacity to work on his / her own initiative;
- Good organisational and management skills, including strong event organisation skills;
- Good communication, drafting and networking skills;
- Very good language skills in English and German. French would be a strong asset;
- Capacity and interest to work in a multi-cultural and international environment.
- Capacity to travel for work.

2. Communication Officer on a project in Cohesion Policy

**Fixed term contract until October 2018
Full-time employment**

Job purpose

The Communication Officer will be responsible for raising awareness about the local/regional dialogue's processes, highlighting the benefits, opportunities, added value and obstacles of cohesion policy. He/She will also be in charge of disseminating the conclusions and recommendations to identified target audiences.

Elaborate and develop a communications strategy around the dialogues

- Develop a general communication strategy
- Set up a simple visual identity to support all communication activities
- Provide all partners with a toolkit that will include a generic press release, a social media plan, key messages, a list of questions for short interviews recorded with stakeholders.

Liaise with national associations of local and regional governments

- Ensure the setting up and the development of a communication action plan in each EU member state, in coordination with the national association and other stakeholders
- Coordinate media work with the national association
- Report back on activities developed by the national associations

Press & Media

- Write press releases, press invitations and briefings
- Help organise press conferences, briefings, photo opportunities during events
- Build relationships with journalists, with a focus on Germany, Austria and France
- Create a media list and keep it up-to-date

Website & social media

- Develop and monitor presence on social media, including Twitter
- Develop content, including articles for CEMR's website

Video

- Create content for the edition of a final video
- Liaise with a communication agency for the production of a final video
- Gather in one place all videos produced following local and national debates

Publication

- Draft content of a final report in English and French
- Liaise with a communication agency for the production and printing of the report
- Gather in one place all reports and publication produced following local and national debates

Skills

- Very good language skills in English and German. French would be a strong asset;
- At least 2 years of relevant communications experience;
- Knowledge of the functioning of EU institutions and the regulatory process as well as of issues related to cohesion policy and territorial development;
- The ability to draft and edit press releases, articles and web stories, turning complex or technical raw material into an attractive product;
- Strong organisation and time-management skills and the ability to meet deadlines;
- Experience in using social media channels for campaigning;
- Solid network of media contacts in Germany, Austria and France would be an asset;
- Knowledge of design software (i.e. Adobe Photoshop), video-editing software would be useful.

3. Administrative Assistant on a project in Cohesion Policy

**Fixed term contract until October 2018
Full-time employment**

Job purpose

The administrative assistant will be responsible for all logistic, administrative and financial issues regarding the project.

Duties and responsibilities

- This position will be the link between the project, the partners and CEMR regarding all financial aspects of the project ;
- Support in administrative and financial follow up of the project;
- Ensure payments to partners for activities undertaken as part of the project;
- Keep abreast with relevant EC administrative and financial guidelines for the project and support the project team and partners in compliance with it.
- Budget, expenses and timesheets follow up : by partners, by activities, global ; preparation of internal tools for follow up ;
- Verification of partners and participants receipts and expenses according to the EU rules and regulations ;
- Assistance in the final report for the Commission with the senior accountant;
- Filing of all documents according to CEMR rules ;
- Any other tasks as may be required by the supervisor.

Qualifications

- Experience of at least 3-5 years in Office Administration and Secretarial functions; ideally a work experience in the administration of EU projects would be welcome.
- Ideally a degree in business administration;
- Very good language skills in English and French (oral and written);
- Solid organisational skills and proven record of organising meetings and events;
- Experience of working in an intercultural and multinational environment;
- Interpersonal skills;
- Autonomous and pro-active working style;
- Capable to handle deadlines and stressful situations ;
- Personable and playing a positive, constructive role in the organisation and the team.

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 with the successful candidate. The following summarises some of the main points:

Location

CEMR Secretariat is located at Square de Meeûs 1, 1000 Brussels.

Duration

The proposed contract will start as soon as possible and until 31st October 2018.

Salary

The annual gross salary for these positions 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.

How to apply for these positions

In order to apply for either position, please send us, no later than **27 August 2017**, the following documents, Please make sure to draft one of the two documents mentioned above in English and the other in French.

- A **cover letter** (maximum two pages), in English or French, explaining why you are interested in this position, how you correspond to the skills and competences required, and if appointed, what would be your personal contribution to the position and team.
- A **curriculum vitae**, in English or French, including employment history (with net salary), secondary/higher education, professional qualifications, any additional training or volunteer work and the contact details of two references.

Please send your application by email to application@ccre-cemr.org mentioning in the subject line the title of the position.

Shortlisted candidates will be invited for an interview and written test in **September** in Brussels.



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.

www.ccre.org