



**Local & Regional  
Europe**

# Application pack for 3 Project officers

- 1. Project officer on energy and climate:  
Covenant of Mayors**
- 2. Project officer on climate change  
adaptation: Mayors Adapt**
- 3. Project officer on energy efficiency:  
CITYinvest**

Fixed term contracts at the CEMR Secretariat General in Brussels

December 2014, Brussels

**CEMR is recruiting project officers for the three positions:**

- 1) A Project officer on energy and climate / Covenant of Mayors: fixed term contract until December 2016, full-time employment
- 2) A Project officer on climate change adaptation / Mayors Adapt: fixed term contract until March 2017, part-time employment: 80%
- 3) A Project officer on energy efficiency / CITYnvest: fixed term contract until February 2018, part-time employment: 75 %

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

Common terms and conditions for the employment and how to apply for the posts is provided at the end of the document.

**Applicants are requested to mention the project title in the subject line**

**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 more than 30 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, environment 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. 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](http://www.ccre.org)

# 1. Project officer on energy and climate: Covenant of Mayors

## Fixed term contract until December 2016 Full-time employment

CEMR is one of the organisations that form a consortium to provide the Office for the Covenant of Mayors ([www.eumayors.eu](http://www.eumayors.eu)). This European initiative gathers local authorities committing to take concrete and ambitious actions to reduce CO<sub>2</sub> 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.

The objectives of the current contract (2014-2016) of the Covenant of Mayors' Office will be to support municipalities achieving their emissions reduction potential and to increase their capacity to implement their commitments. CEMR will be particularly involved in the organisation of capacity building events, in the development of synergies with international and EU initiatives which could positively support Covenant signatories, and in the liaison with Covenant Supporters, which are networks of local and regional authorities committed to support municipalities involved in the Covenant.

For further information about the Covenant of Mayors, please visit the [website](#)

### Job description

The project officer will deliver CEMR's tasks in the Covenant of Mayor's office for the remaining time of the project until December 2016. In particular, he/she will be responsible for the overall project execution, in close cooperation with the policy officer and the project coordinator, and deliver the following tasks:

- a) **Events organisation:** the project officer will be expected to lead on the organisation of a high number of conferences and capacity building workshops, with the support of the relevant policy adviser on the content. In addition, she/he will participate in the promotion of the Covenant of Mayors at relevant events;
- b) **Helpdesk for Covenant Supporters:** the project officer will be responsible for the liaison with Covenant Supporters. This includes contributing to the development of a strategy to mobilise potential Supporters and treating all requests coming from Covenant Supporters;
- c) **Liaison with international EU initiatives and other relevant stakeholders:** in coordination with the policy adviser, the project officer will organise and monitor the cooperation activities of the Covenant of Mayors' Office with relevant initiatives;
- d) **National focal point for priority countries:** in cooperation with the policy adviser, the project officer is expected to monitor the strategy for the promotion and implementation of the Covenant of Mayors in 2 countries (UK, BE);
- e) **Project management:** in cooperation with the project coordinator, the project officer will monitor CEMR involvement in the Covenant of Mayors' Office and represent CEMR at Covenant Steering committees.

## **General provisions**

- a) To liaise with CEMR staff, and play a positive and proactive role in the CEMR team;
- b) To undertake other tasks as may reasonably be required.

## **Employee Profile**

### **Qualifications and experience**

- Experience and / or knowledge of the energy and climate issue at local and regional level;
- Experience and /or knowledge of managing European projects.

### **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;
- Good language skills, written and oral, in English (mother tongue level) is required; good language skills in other languages, and in particular French, would be an asset;
- Proficiency in using information technology and modern office software;
- Capacity and interest to work in a multi-cultural and international environment;
- Capacity to prioritise and work under stress;
- Capacity to travel for work and reasonable flexibility in working time.

## **Specific provisions of this contract**

### **Duration of the contact**

The contract of the project runs until December 2016; therefore, the successful candidate will be offered a fixed-term contract until 31<sup>st</sup> December 2016.

### **Salary**

The salary for this position is set at € 2 700 gross per month.

### **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**

The post holder is 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 and extra days for long weekends as determined by the Secretary General

## 2. Project officer on climate change adaptation: Mayors Adapt

**24 months fixed term contract**

**Part-time employment: 80%**

CEMR is one of the organisations that form the consortium to support the urban adaptation initiative on climate change within the 'Covenant of Mayors' - Mayors Adapt – set up by the European Commission to engage cities in taking action to adapt to climate change. This European initiative gathers local authorities committing to take concrete and ambitious actions to fight against climate change.

The objectives of the Mayors Adapt initiative for the two next years will be to provide capacity building and assistance for cities in developing and implementing an adaptation strategy. It should also raise awareness throughout Europe on the importance of preparing for climate change in cities, exchange knowledge and good practices, and develop tools and guidance for cities on adaptation.

In the framework of this project, CEMR will be in charge of the helpdesk, (French-English) aiming at promoting the project and respond to the signatories requests, organisation of two awareness raising workshops, and liaising with Covenant of Mayors initiative committed to local sustainable energy.

For more information, please visit the [website](#).

### **Job description**

The project officer will be in charge of the CEMR activities within the Mayors Adapt project. He/she will be responsible for the overall execution of CEMR's contribution to the project, in close cooperation with the policy officer on environment, energy and climate, and the project coordinator, and deliver the following tasks:

- a) **Helpdesk:** the project officer will provide constant support for (potential) signatory cities and assist them in finding relevant information on the admission process and technical support. For the delivery of this activity, the project officer will coordinate his/her activities with other project partners;
- b) **Promotion:** the project officer will be responsible for promoting the Mayors Adapt initiative through the helpdesk and CEMR's channels of communication; He /she will coordinate the promotion activities between the partners to mobilise city signatories;
- c) **Events organisation:** the project officer will lead the organisation of two awareness raising workshops, with the support of the relevant policy officer on the content. The awareness raising workshops will support efforts to mobilise cities to participate, and to increase the prominence of local climate change adaptation for wider audiences;
- d) **Liaison with the Covenant of Mayors' office:** the project officer will liaise with the Covenant of Mayors' Office to facilitate the adhesion of municipalities that are already Covenant of Mayors signatories or any other cities that would like to join both initiatives;
- e) **Contribution to the project management:** in cooperation with the project coordinator, the project officer will monitor CEMR's involvement in the Mayors Adapt project and represent CEMR at Steering committee meetings;

## **General provisions**

- a) To liaise with CEMR staff, and play a positive and proactive role in the CEMR team
- b) To undertake other tasks as may reasonably be required

## **Employee Profile**

### **Qualifications and experience**

- Basic knowledge of climate adaptation policies at local and regional level
- Experience and /or knowledge of managing European projects

### **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;
- Good language skills, written and oral, in English and in French is required; good language skills in other languages (e.g. German, Italian, Spanish) would be an asset;
- Proficiency in using information technology and modern office software;
- Capacity and interest to work in a multi-cultural and international environment.
- Capacity to prioritise and work under stress;
- Capacity to travel for work and reasonable flexibility in working time.

## **Specific provisions of this contract**

### **Duration**

The contract of the project covers 24 months; it may start in February 2015 and end in January 2017

### **Salary**

The salary for this position is set at €2 210 gross per month.

### **Hours of work**

This position is offered for **80 %** (32 hours per week, the modalities of which are to be determined with the candidate). Upon request and under certain conditions, other tasks may be added and the post be transformed into a full-time employment. Normal office hours are 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**

The post holder is entitled to **21 days of paid holidays per year**, in addition to public holidays, as well as a week off between Christmas and New Year's Day and extra days for long weekends as determined by the Secretary General.

### 3. Project officer on energy efficiency: CITYnvest

**36 months fixed term contract**  
**Part-time employment: 75%**

CEMR is one of the organisations that form the consortium to deliver capacity building activities and tools to local and regional authorities in the framework of CITYnvest project, funded by Horizon 2020 programme. CITYnvest will strive to introduce innovative financing models in energy efficiency (revolving funds, EPC, TPF, cooperative models, etc.) in three Pilot Regions and conduct a wide-scale capacity building programme in 10 EU Member States concerning specific financial instruments/business models.

The objectives of the CITYnvest project are to increase the capacities, skills and knowledge of local and regional authorities on innovative financing models for sustainable energy services through in-depth capacity building and training sessions.

#### **Job description**

The project officer will be in charge of the CEMR activities within the CITYnvest project. He/she will be responsible for the overall execution of CEMR's contribution to the project, in close cooperation with the policy officer on environment, energy and climate, and the project coordinator, and deliver the following tasks:

- a) **Promotion and Dissemination:** the project officer will be expected to lead on the development of a dissemination and exploitation strategy, preparation of relevant promotional materials and animation of a web-based platform to ensure a multiplying effect and sustainable impact of the project;
- b) **Events organisation:** the project officer will be expected to lead on the organisation of three dissemination events (LA, LT and SK), with the support of the relevant policy officer and the relevant CEMR National Association. Moreover, the policy officer is expected to provide support with the organisation of the final conference foreseen to be held in Brussels;
- c) **Project management:** in cooperation with the project coordinator, the project officer will monitor CEMR involvement in the CITYnvest project and represent CEMR at Steering committee meetings.

#### **General provisions**

- a) To liaise with CEMR staff, and play a positive and proactive role in the CEMR team ;
- b) To undertake other tasks as may reasonably be required.

#### **Employee Profile**

##### **Qualifications and experience**

- Basic knowledge of the energy policies at local and regional level;
- Experience and/or knowledge of drafting communication and promotional materials;
- Experience of maintaining and updating websites;

- Experience and /or knowledge of managing European projects.

### **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;
- Good language skills, written and oral, in English (mother tongue level) is required; good language skills in other languages, and in particular French, would be an asset;
- Proficiency in using information technology and modern office software;
- Capacity and interest to work in a multi-cultural and international environment;
- Capacity to prioritise and work under stress;
- Capacity to travel for work and reasonable flexibility in working time.

### **Specific provisions of this contract**

#### **Duration**

This position is offered for **75 %** of a full time employee and for a 36-month period starting in February 2015 until February 2018. The successful candidate will be offered a fixed-term contract.

#### **Salary**

The salary for this position is set at €2 025 gross per month.

#### **Hours of work**

The job is for 28 hours per week (3.5 days – modalities to be discussed with the successful candidate). Upon request and under certain conditions, other tasks may be added and the post be transformed into a full-time employment. Normal office hours are 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**

The post holder is entitled to 21 days of paid holidays per year, in addition to public holidays, as well as a week off between Christmas and New Year's Day and extra days for long weekends as determined by the Secretary General.



## **Main terms and conditions of employment, valid for all three positions**

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 the main points:

### **Location**

The position is based in Brussels; Square de Meeûs 1, 1000 Brussels

### **How to apply for this position**

Please send us, **by Friday 2 January 2015** the following:

- A **cover letter** (maximum two pages), in English or French explaining why you are interested in this post and presenting your skills and experience.
- A **curriculum vitae**, in English or French, including employment history, secondary/higher education, professional qualifications.

Please be sure to draft one of the two documents mentioned above in English and the other in French.

Applicants are invited to send their application by email to [application@ccre-cemr.org](mailto:application@ccre-cemr.org), mentioning in the subject line the post for which they wish to apply.

Selected candidates will be invited to an interview which will be held on **27 and 28 January 2015** in Brussels.

The start of the successful candidate will depend on her / his availability; the earliest date could be the 1st February 2015.



## 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.