



COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS

APPLICATION PACK

FOR THE POST OF

PRESS OFFICER

Brussels, February 2010

This is a new position within CEMR. The press officer will report to the secretary general and will work in close cooperation with the communication officer, primarily focusing on press and media issues, mostly in English and French. We need a very dynamic, outward-looking person with a good track-record in and a passion for press and communication. You will be expected to work under extremely tight deadlines, to be able to prioritise between conflicting requests, and to show initiative and diplomacy as well as acute “communication flair”.

1. Main tasks and responsibilities

The communications officer will work to the secretary general, from CEMR’s Brussels office.

She/he will

- (1) Write press releases on CEMR’s activities and send them to CEMR’s stakeholders including European media and CEMR’s members
- (2) Write articles for European media as well as for CEMR’s members newsletters and websites
- (3) Research and write topical news stories for CEMR’s bilingual (FR/EN) website
- (4) Contribute to the production of CEMR’s publications, including finding graphic elements, drafting their content, liaising with graphic agencies and printers
- (5) Help handle queries from CEMR’s members, the media and other stakeholders
- (6) Undertake a range of administrative duties within the press and communication service
- (7) Be asked to travel occasionally and to adapt her/his workshift to exceptional circumstances within reasonable limits

2. Person specification

The successful candidate will have:

- 2.1 One to five year experience in press and communications either in a newsroom, press office, PR agency or equivalent, especially in relation with press releases, publications and website
- 2.2 Knowledge of the EU media both in Brussels and in Europe
- 2.3 Good knowledge of the EU, its institutions and their functioning
- 2.4 An understanding of local and regional government issues in Europe
- 2.5 Outstanding written and spoken English and excellent French
- 2.6 Ability to use IT tools such as Word, Excel, web browsing at a high level. Knowledge of Photoshop an asset
- 2.7 Excellent organisational and administrative skills
- 3.8 Ability to work effectively as a team member in a multicultural and multilingual environment

3. How to apply for this position

Please send us, by 8 March 2010, in English or French:

1. **A letter of motivation** (maximum 2 pages), explaining why you are interested in this position, and what you would bring to it if appointed.
2. **A curriculum vitae**, including employment history (with salary), secondary/higher education, professional qualifications and details of two referees we can contact

(Please indicate clearly any referee you do not wish us to contact without your prior agreement)

Please send your application to the secretary general, Frédéric Vallier, at CEMR (Square de Meeus 1, 1000 Bruxelles) or by e-mail to cce.bruxelles@cce-cemr.org.

4. 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

The post is based at CEMR's Brussels office; currently Square De Meeus 1, 1000 Brussels.

Duration

This is permanent contract. However, there will be a probation period of 3 months.

Salary

The salary for this post will depend on the skills and experience of the candidate starting from circa gross **€30,000 per year**, inclusive of 13th month and holiday.

4. Hours of work

The job is for 38 hours per week (5 days), with normal office hours being between 9.00 and 18.00 (Monday-Thursday); 9.00-16.00 (Friday). For this post, some flexibility in working hours will be required.

About CEMR...

The Council of European Municipalities and Regions was founded in 1951. It is Europe's widest association of local and regional government. Our members are national associations of local or regional government. We currently have 46 member associations in 34 countries. Between them, these national associations represent some 100,000 municipalities and regions. Our President is the mayor and governor of Vienna, Michael Häupl.

CEMR works to promote a strong united Europe, based on local and regional self-government, and is the European section of the world organisation United Cities and Local Government (UCLG).

Our general website can be found at: <http://www.ccre.org>

Our website dedicated to town twinning (in 25 languages) and to decentralised cooperation (in 4 languages) can be found at <http://www.twinning.org/>