Application Pack

CEMR Secretary General

August 2021
Do you know about local governments in Europe? Do you have any experience of working in a municipality, department, province or region?
Do you strongly believe in local democracy and local self-government?
Have you ever run an organisation with members and a team of around 40 staff?
Do you have excellent diplomatic, negotiation, communication and leadership skills?

... then come to work with us at the Council of European Municipalities and Regions (CEMR)! It is the oldest and broadest organisation of local and regional governments in Europe. We represent 60 national associations of local and regional governments in 40 European countries. The Secretary General reports directly to the President.

**Your Mission**

**Influence and represent**
- Be the organisation's ambassador and advocate for the interests of local and regional governments in Europe and worldwide, thanks to the leadership of CEMR political bodies;
- Provide a clear strategic direction for CEMR, taking into account the political priorities and perspectives of the member associations;
- Advise the Presidency, Policy Committee and Executive Bureau on European affairs and on the overall strategy, objectives and political priorities of the organisation;
- Influence the decision-making process of the European Union and other institutions, and provide members with timely information and advice on key European developments;
- Ensure that the voice of all member associations - irrespective of their size - is heard in the organisation, and facilitate mutual learning across Europe (beyond the EU only);
- Represent CEMR and ensure the visibility of CEMR's political leadership in European forums, events and dialogues;
- Ensure good relations and a working partnership with other relevant organisations, in particular all European institutions and associations representing local and regional government;
- Ensure effective cooperation and partnership with United Cities and Local Governments, with CEMR playing a positive role as the European section of the world organisation.

**Strategy and management**
- Raise the profile of the organisation, develop and maintain a high reputation for CEMR;
- Ensure the timely delivery of CEMR's work programme with members, based on the multiannual strategy and political priorities;
- Develop partnerships and secure new funding agreements with external funders for the good functioning of the organisation;
- Work in accordance with the Statutes and Rules of procedures voted by the Statutory Bodies;
- Ensure that CEMR's budgets and finances are managed effectively, monitored closely and that financial health is maintained.

**Secretariat leadership**
- Value diversity of experience and background;
- Ensure that CEMR's human resources are organised and deployed in the best possible way to carry out the work programme;
- Facilitate a culture that inspires and motivates all employees; be responsible for the overall good management of CEMR's secretariat and teams;
- Lead and develop staff teams, in line with the organisation's values, ensuring the highest level of professionalism and quality, including their ability to take on new challenges;
- Create the necessary conditions to fully exploit the possibilities offered by the new technologies.
Your Profile

Experience
- Experience in working in a political environment;
- A proven experience of strong leadership, improving a membership organisation in a rapidly changing digital environment;
- Strong experience in leading, managing and motivating multicultural teams of around 40 staff members;
- Proven advocacy skills in promoting organisation’s objectives to external decision-makers;
- Working experience in a European organisation or on European affairs in a local government is an advantage;
- Proven record on overseeing the management of financial and administration issues.

Knowledge and understanding
- Good general knowledge of the current European and global issues, in particular in CEMR’s areas of work: environment and climate, territorial development, public services, digitalisation, governance, international cooperation, citizenship, gender equality, migration and refugees, twinning, and others;
- Very good understanding of the local and regional government environment in Europe (including outside the EU);
- Very good understanding of the functioning of the European Union and the Council of Europe;
- Very good understanding of how a membership network works;

Abilities and skills
- Political sensitivity;
- Ability to think clearly and analytically, grasp complex issues and develop sound strategies and analysis;
- Diplomatic skills, including the ability to negotiate consensus solutions to sensitive problems, where relevant across political party and national boundaries;
- Excellent interpersonal, collaborative and communication skills (written and oral);
- Strong ability to speak in public on diverse topics;
- Comfortable with platforms such as Google Drive, Zoom, Slack, and more;
- Excellent command of English and French, both written and spoken. The ability to speak other languages is an asset.

Personal attributes
- A positive attitude towards sustainability, inclusion, equality and diversity;
- A commitment to the principles and values of local and regional democracy and self-government;
- Integrity, loyalty, discretion and respect for others;
- Ability to provide direction and leadership in a way that inspires confidence and commitment and encourages ideas, innovation and initiative from others;
- Ability to establish credibility quickly.
**We offer**

- A 6-year contract with a competitive salary package;
- A modern and well-situated office in the European Quarter nearby Luxembourg Brussels Station (Belgium);
- Large amount of travel, in Europe and worldwide.

**Do you wish to join us?**

- Send a CV and a cover letter explaining why you are a good fit for the position and how you see the organisation's future – in EN;
- Send a 3-minute video to present yourself both in EN and FR;
- Applications must be sent to recruitment.sg@ccre-cemr.org by **3 October 18:00**;
- Interviews with CEMR Presidency will take place in December. Applicants should ideally be able to start on 1 February 2022.

**More about us:**

www.cemr.org  
twitter.com/ccrecemr

*CEMR is an equal opportunity employer.*