Job Opening

Human Resources Officer

Join the largest and oldest organization of local and regional governments and help us build a more inclusive, just, and resilient Europe by unlocking the power of local democracy. We endeavour to become the leading network of territorial leaders with a vision to ensure local and regional governments are best equipped to drive the transitions of their communities towards Europe 2050 and address global challenges. To achieve this goal our current strategy is to enhance our policy and advocacy work in a more ambitious and inclusive manner by focusing on long-term impact beyond legislative proposals. Such an approach will be attractive and appealing to both EU and non-EU members.

We are looking for a Human Resources Officer to help us deliver our ambitions.

Why work for CEMR?

- We are the largest European organisation of our kind, representing 150,000 local and regional governments from 40 European countries.
- CEMR aims to foster a closer relationship between local and regional governments and the European Union and other international institutions, working as a reliable partner to co-shape European legislation and localize the SDGs.
- We work to strengthen city-to-city and region-to-region cooperation to increase knowledge-sharing opportunities and capacity-building.
- By joining CEMR you will integrate into a multicultural, dynamic, and collaborative team of 30+ people based in Brussels.
- CEMR offers an attractive remuneration package and career progression opportunities.

Your key responsibilities as HR Officer

- Developing and implementing human resources policies.
- Drafting job descriptions.
- Hiring staff and negotiating employment contracts. Designing onboarding procedures.
- Ensuring compliance with laws and regulations, in collaboration with CEMR lawyers.
- Ensuring compliance with CEMR rules and HR procedures (holidays, working rule...)
- Designing performance reviews; Assist line managers with the performance and review process of colleagues.
- Managing staff wellness together with the Office Manager.
- Maintaining staff records, together with the Office Manager.
- Handling employee benefits together with the Office Manager.
- Organising training programs and follow ups.
- Dealing with employee grievances and disputes.
- Supporting strategic objectives towards CEMR vision and mission. Promote the organisation values.
- Nurturing a positive working environment. Motivating and supporting current staff.
Your profile

- Master's degree in human resources management with a minimum of 8 years’ experience.
- Sound knowledge of human resources management and labour law in Belgium.
- Excellent interpersonal and communication skills.
- Strong supervisory and leadership skills. You can demonstrate proven skills in team management.
- Detail-oriented, well-organized.
- Good problem-solving skills.
- Familiarity with the European institutions’ microcosm.
- You have excellent written and spoken English as well as good spoken French.
- A strong team spirit, proactiveness and having a good sense of humour are considered a definitive advantage.

Offer

- Competitive salary, + 100€ net/month teleworking allowance, luncheon vouchers: 8€, Eco cheques: 250€/year, Hospitalisation insurance and part of the Public Transport reimbursement.
- Up to 3 days teleworking/week, (after the initial 6 weeks in the office).
- Possibility to telework 30 days/year from abroad.
- 38-hour week and 30 days holiday.
- An open, international, and flexible work environment where commitment is highly valued.
- A dynamic and driven team.
- An accessible and modern office in the European Quarter near Luxembourg Brussels station.

To apply

Interested candidates are invited to apply by sending the following documents:

1. Curriculum vitae
2. Short cover letter, in English and in French, stating clearly and concretely previous achievements in Human Resources.
3. Salary expectations

Send these documents and information, once you apply through LinkedIn, no later than 16 August 2023, indicating Human Resources Officer in the subject of the email, to:

application@ccre-cemr.org

Due to the high number of applications, only shortlisted candidates will be contacted.