APPLICATION PACKAGE

FOR THE POSITION OF

ADMINISTRATIVE OFFICER

FOR

PLATFORMA

The European Platform of Local and Regional Authorities for Development

Deadline for applications 6th May 2015

Brussels, April 2015
The Council of European Municipalities and Regions is recruiting an ADMINISTRATIVE OFFICER FOR PLATFORMA

CEMR, together with other local, national, European and international level partners, established a platform to give a voice to local and regional authorities (LRAs) involved in development cooperation: PLATFORMA (www.platforma-dev.eu). This platform was launched in November 2008 during the European development days held in Strasbourg under the French Presidency of the EU.

Today PLATFORMA counts among its partners 34 LRA actors including CEMR.

CEMR provides secretariat services for PLATFORMA, which receives European Commission support to coordinate and represent the voice of European LRAs active in development cooperation.

CEMR is recruiting a bilingual, multi-faceted administrative officer to support PLATFORMA’s Secretariat. The post is based in Brussels. He/she will work under the direction of the Director of PLATFORMA and in strong cooperation with the other colleagues of PLATFORMA and the department of finances of CEMR. He/she will work on a bilingual French/English basis and facilitate cooperation between the PLATFORMA Secretariat and Partners in the following ways.

- **Job description**

This position is the first point of contact for all administrative aspects related to PLATFORMA day to day work and project management.

This position is very polyvalent and includes a wide range of tasks in the administrative field: attention to details and procedures, ability to multi task, good communication skills, a team-oriented way of working are prerequisites for this post.

We are therefore looking for a person who has strong organisation and administrative skills, with a strong interest in numbers, ability to multi-task and interested in working in a multi-cultural environment, motivated to contribute proactively in strengthening our services, and able to work autonomously and in a team.

He/she will report to the PLATFORMA Director.

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1 Founded in 1951, the Council of Municipalities and Regions of Europe is the main association representing local and regional authorities in Europe. Its members are national associations, which are for the most part large national associations of local and/or regional authorities – see www.ccre.org

2 CEMR, United Cities and Local Governments (UCLG), Commonwealth Local Government Forum, International Association of French-Speaking Mayors (AIMF), Conference of Peripheral Maritime Regions (CPMR), Association of European Border Regions (AEBR), German Section of CEMR (RGRE), Association of Flemish Cities and Municipalities (VvSG), French Association of CEMR (AFCCRE), Cités Unies France (CUF), Spanish Federation of Municipalities and Provinces (FEMP), Association of Basque Local Authorities for international cooperation (Euskal Fondoa), International Cooperation Agency of the Association of Netherlands Municipalities (VNG International), Italian Association of CEMR (AICCRE), Latvian Association of Local and Regional Governments (LALRG), National Association of Local Authorities of Georgia (NALAC), Romanian Municipalities Associations (AMR), Swedish Association of Local Authorities and Regions (SALAR), Union of Towns and Municipalities of the Czech Republic (SMOCR), Region of Tuscany, Province of Barcelona, Region of Catalonia, City of Paris, Greater Lyon, Nantes Metropole, Region of Provence-Alpes-Cote d’Azur, Association of Towns and Communities of Slovakia (ZMOS), National Association of Italian Municipalities (ANCI), Association of Estonian Cities (EEL), Majorcan Fund for Solidarity and Cooperation, Centre for Public Administration Research of the Austrian Association of Cities (KDZ), Association of Ukrainian Cities (AUC), Congress of Local Authorities from Moldova (CALM), Forum of Regional Governments and Global Associations of Regions (ORU-FOGAR).
Main tasks and responsibilities

- Devising and maintaining office systems including the organization of signatures and authorizations, purchase orders, reimbursement of expenses, collecting and checking invoices and organization of payments.
- In charge of day to day administrative and secretarial tasks including telephone/reception, incoming and outgoing e-mails and post; fixing meetings with external stakeholders, ensuring timely order of required materials and supplies.
- Following up of co-financing of ongoing EC projects in liaison with the project officer and finance department.
- Tracking and ensuring payments to PLATFORMA partners for activities undertaken as part of ongoing projects.
- Supporting in administrative and financial follow up of ongoing EC funded projects.
- Keeping abreast with relevant EC administrative and financial guidelines for ongoing projects and support the project team and partners in compliance with it.
- Maintaining regular contact with staff from PLATFORMA partners for administrative issues.
- Working in close coordination with CEMR Finance Department.
- Supporting the preparation, organization and follow up of PLATFORMA statutory meetings as well as other internal and external meetings and events (to include invitations, logistics, follow up e-mails, translations, dissemination of documents and reports).
- Making travel arrangements for the PLATFORMA team and partners.
- Translation of documents and e-mails from and into English and French.
- Support PLATFORMA information organisation process.
- Maintaining the database of partners and internal and external calendars.
- Supporting External Communication process (PLATFORMA website) if needed.
- Supporting PLATFORMA team members in regular day to day tasks.
- Undertaking any others tasks as may reasonably be required.

Required qualifications

- Qualifications and experience
  
  - Experience of at least 3-5 years in Office Administration and Secretarial functions.
  - Mother tongue level in either French or English with complete fluency in the other language. Knowledge of a third European language is a plus.
  - Excellent level of Microsoft Office suite, including proficiency in Word, Excel, Outlook and internet.
  - Experience and ease in working with spreadsheets and budgets.
  - Experience in administrative follow up of international development (especially EC funded) projects.
  - Experience in working in multicultural contexts and teams.
  - Experience in logistics, travel arrangements, event organisation.
  - Good writing skills and experience in drafting formal letters and e-mails.
• **Skills and competences**
  - Excellent organisation skills with attention to details and procedures
  - Ability to multi-task, prioritise and work under pressure within tight deadlines
  - Results oriented, with ability to take initiative and work autonomously if needed
  - Excellent communication skills
  - Positive attitude and team player;
  - Fast learner with ability to quickly adapt to new responsibilities and challenges
  - Interest and ability to work in an international and multi-cultural environment;
  - Motivation to contribute to PLATFORMA work;
  - Availability for travelling within and outside Europe if needed.

• **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 position is based in Brussels; Square de Meeûs 1, 1000 Brussels.

  • **Duration**

    The proposed contract is a 1-year-contract, covering the period from 1st June 2015 to 30th May 2016. A contract extension is possible according to further programmes that may be co-financed with the EU.

  • **Salary**

    The annual gross salary for this position will be around 36,000 euros including some benefits to be detailed during the interview.

  • **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 and extra days for long weekends as determined by the Secretary General.

• **How to apply for this position**

  To apply for this position, send your CV and cover letter in English and/or French, including most recent salary, to application@ccre-cemr.org.

  Applications should be sent as soon as possible, and **no later than 6th May 2015**.

  Selected candidates will need to attend interviews in Brussels. Interviews will be organised on an on-going basis as per reception of the applications.