



**Local & Regional
Europe**



Application pack for the position of Project Officer

Development Education and Awareness-Raising

- Do you want to help strengthen the voice of Towns and Regions and their Associations, in decentralised cooperation and EU external policies?
- Do you want to embrace awareness raising as a crucial pillar of local and regional governments' international action?
- Do you want to be part of a collaborative team where your competencies will be highly useful?

... then becoming a **Project Officer – Development Education and Awareness-Raising** at PLATFORMA may be your best choice: come work with us!

PLATFORMA is a pan-European coalition of local and regional governments and their representative associations, all active in decentralised cooperation. The lead partner is the Council of European Municipalities and Regions (CEMR).

Your mission

You will be mainly responsible

- for the activities of the project related to development education and awareness raising and,
- the monitoring of partners' activities, in close collaboration with PLATFORMA colleagues.

You will report directly to the Director of PLATFORMA.

You will be expected to:

- Coordinate PLATFORMA's local and regional awareness raising campaign on development cooperation, in particular the European Days of Local Solidarity (EDLS);
- Collaborate closely with PLATFORMA's partners to ensure sound exchange of information with and among partners; be the focal contact point for assigned project partners, monitor closely their work and the progress of their deliverables; organise events for PLATFORMA on the topic;
- Pro-actively follow policy and legislative developments on Development Education and Awareness Raising; contribute to conceptual and strategic reflections on the issue and advise on evolutions in the area; contribute to the advocacy strategy for this thematic area, including towards DG DEVCO and European Parliament (including in view of the post-2020 instrument), and with external stakeholders;
- Write some position papers, briefings, amendments and other documents and contribute to the policy updates; collaborate with the networks' partners to plan and conduct research and studies on relevant issues; contribute to PLATFORMA's publications and external communication;
- Represent PLATFORMA at relevant meetings and conferences in Brussels and occasionally abroad; facilitate the participation of partners to European institutions' events;

Your profile

- You have at least 2 years' experience in development cooperation;
- You understand the role and functioning of local and regional governments in development cooperation and their specific contribution to sustainable development: local democracy, local development, the potential of local governments' international action;
- You have good knowledge of the European Union policy-making and decision-making processes;
- You have a strong interest in awareness raising campaigns and the linkages with citizens;

- On the human side, you are a positive, reliable and autonomous person, but also keen on working in a team;
- You enjoy being in contact with partners and colleagues, as you have strong interpersonal skills;
- You are fluent in English; you are able to work in Spanish; French is a plus;
- You are willing to travel, if necessary, in Europe and/or internationally.

We offer

- A contract until February 2021 with possibility of extension;
- A valuable experience with local and regional governments and EU institutions;
- An open, international and flexible work environment;
- A modern and well-situated office in the European Quarter nearby Luxembourg Brussels Station.

Wishing to join us?

We are looking forward to meeting you! Send your CV and application letter in **English**, telling us about your motivation and interest to application.platforma@ccre-cemr.org before 23:59 – **17 November 2019**.

Please put **Project Officer – Development Education and Awareness-Raising** in the title of the email. The interviews will take place in December. Please note that only short-listed candidates will be contacted. More about us: platforma-dev.eu - www.cemr.org

CEMR is an equal opportunity employer.

About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its partners are over 60 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.

www.cemr.eu