

Job Opening PLATFORMA Director

MISSION

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 main network of territorial leaders with a vision to ensure local and regional governments are best equipped to drive the transitions of their territories and communities towards Europe 2050 and address global challenges.

Our priorities are as follows:

- To work closely with European and international policymakers to shape the European and international legislation.
- To partner with other organisations in order to provide local and regional governments with capacity building and knowledge sharing opportunities.

We are looking for PLATFORMA Director, PLATFORMA is CEMR's flagship project in decentralised cooperation. PLATFORMA Director manages the PLATFORMA programme, based on the strategic partnership signed with the European Commission. He/She ensures that the activities detailed in the donor contractual documents are implemented. He/She coordinates the Secretariat as well as the partners' teams, create and implement strategic tools to follow up the activities. Represent the coalition before the European Commission and other external partners and stakeholders. Participate in the coordination meetings and follow coordination activities linked to the European Commission development policy, the United Nations and Global networks of local governments (PFD – UN Conferences – Global Task Force...).

Main Activities

- Follow the evolutions of the development policies of the European Commission, and ensure the political advocacy of actors in decentralised cooperation in Europe.
- Develop, together with the coalition partners, an efficient advocacy strategy towards the European institutions and ensure a synthesis of all positions. Coordinate the writing of position papers prepared by the coalition.
- Monitor the implementation of activities by partners and adapt the work program accordingly. Follow the expenditure, together with CEMR Director of Operations and the Admin team.
- Prepare with partners and the Secretariat team the narrative and financial reports, intermediary and final.
- Support and advise spokespersons and other PLATFORMA representatives in concertation meetings and negotiation with the EU Commission.
- Animate and supervise the Secretariat team, ensure coherence between all project actions. Supervise events organised by PLATFORMA (conferences, seminars, participation in major events, etc...).
- Develop and pilot a network of partners, internal and external to the coalition.
- Bring together the members of the Secretariat and partners around the decentralisation cooperation and local democracy values. Ensure good relations with the other actors in the area. Mobilise new actors who could be interested in the thematic.
- Represent PLATFORMA in external events.

Required Qualifications:

- A Master's degree in European Affairs, Law, Economics, Political Sciences.
- Proficient technical knowledge of policy work applied to decentralised cooperation of at least 10 years.
- Previous experience in advocacy.
- Strong interpersonal skills to foster robust internal relationships with staff at all levels and external relationships with partners, stakeholders, local governments, and EU representatives. PLATFORMA has 28 partners.
- Extensive experience in team management, ensuring team motivation and mobilisation. The PLATFORMA team is made up of 8 people.
- Experience in budget construction and monitoring.
- Fluency in English; working proficiency in French.
- Up-to-date awareness of topics of interest in the European institutions, as well as their development and functioning.
- A strong team spirit and a good sense of humour, along with excellent time management skills and a keen eye for detail, are indispensable for success in this role.

Offer

- **Competitive salary**, + 100€ net/month Teleworking allowance, Luncheon Vouchers: 8€, Ecocheques: 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 young, dynamic, and helpful **team**.
- A valuable experience working with **Local and Regional Authorities all over Europe**.
- An accessible and modern office in the **European Quarter** near Luxembourg Brussels station.

Hiring process

- **1st** interview with a panel
- **A written test**
- **2nd** interview with the Secretary General of CEMR

To apply

- Please send your CV and a short cover letter in English, clearly stating your motivations in this position, highlighting your previous experience to:
application@ccre-cemr.org no later than 16 August 2023, indicating **Director - PLATFORMA** in the subject of the email.
Please note that only short-listed candidates will be contacted.
- More about us: <https://platforma-dev.eu/>

CEMR is an equal opportunity employer.