

## VACANCY NOTICE

### Adviser - Knowledge Management

#### THE COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS (CEMR)

#### ABOUT THE COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS (CEMR)

CEMR is the largest and oldest organisation of local and regional governments working on building 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 communities towards Europe 2050 and address global challenges. This requires strengthening the relationships with our member associations, and rethinking the way we engage with our community through statutory meetings and strategic events.

Are you the right person to help us to deliver on our ambitions?

#### WHY WORK FOR CEMR?

- 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 the CEMR you will integrate a multicultural, dynamic, and collaborative team of 40+ people based in Brussels.
- CEMR offers an attractive remuneration package and career progression opportunities.

#### ABOUT THE ROLE:

The Adviser for Knowledge Management is responsible for identifying, capturing, organising, and disseminating CEMR's knowledge capitalised through engagement with member associations and other stakeholders such as universities, institutes, think tanks and funders. The role of the Adviser for Knowledge Management is pivotal in building, implementing, and disseminating knowledge through knowledge management strategies, tools, and processes. Thus, leveraging the organisation's intellectual resources and driving collaboration with stakeholders.

The Knowledge Management Advisor reports to the Projects & Programmes Director.

#### TASKS AND RESPONSIBILITIES:

- In close cooperation with CEMR teams and member associations, develop a knowledge management strategy.

- Aligned with the CEMR's objectives, mission and vision, set up a multiannual knowledge management work programme.
- Develop a knowledge management system, including tools, methodologies and best practices that support collecting, storing and sharing of knowledge within CEMR network and beyond.
- Build and encourage a knowledge sharing culture across CEMR teams (Projects & Programmes, Policy and PLATFORMA teams) and member associations.
- Build and maintain strategic relationships with relevant stakeholders, academia and practitioners such as universities, institutes, think tanks, funders and other European and international organisations of common interest.
- Identify and develop knowledge sharing programmes with member associations, mobilise potential grant-makers, and respond to relevant calls for proposals.
- Coordinate CEMR expert group on Research and Studies.

## REQUIREMENTS

- A university level of master's degree in Social Sciences, Education, European Studies, International Relations or similar.
- 3-5 years of professional experience in organisational knowledge management with a robust understanding of various knowledge management systems and tools.
- Ability to turn complex or technical material into simple and understandable outputs.
- Excellent project management, coordination, and planning and execution skills.
- Ability to connect and engage with various relevant stakeholders (OECD, JRC, EPRS, academia, thinktanks, foundations etc.).
- Good understanding and knowledge of the funding opportunities for research and knowledge sharing programmes (such as ESPON, Horizon Europe, etc).
- Good understanding of local and regional governance in European countries is a valuable asset.
- Excellent written and spoken English, French is an asset.

## CAPABILITIES SOUGHT

We are in search of talents that exemplify a fusion of attitudes, skills, and behaviours deeply rooted in our key **core capabilities**. This involves the ability to **lead**, steering endeavours by going the extra mile, **influence** by adeptly building relationships with stakeholders amidst diverse perspectives and interactions, **impact** through outcome orientation, and **inspire** by evoking positive responses, motivation, and by fostering constructive reactions.

## OUR OFFER

For this position, we offer a full-time, open-ended contract. A competitive salary package including the 13<sup>th</sup> month of salary, legal and extralegal holidays, a teleworking policy and teleworking allowance, a holiday allowance (as per Belgian legal framework), lunch vouchers, echo vouchers, medical insurance, and coverage of public transport expenses.

Our Brussels-based office is a vibrant and diverse hub, where enthusiasm and passion drive our collaborative efforts. Embracing diversity, we foster an inclusive environment that reflects the richness of ideas and perspectives.

## APPLICATION PROCESS

Interested candidates are invited to send their application, including a CV and a cover letter before **April 14 at midnight**, at [applications@ccre-cemr.org](mailto:applications@ccre-cemr.org), with “Adviser - Knowledge Management” in the message subject.

Every application receives our dedicated attention as we believe in giving each candidate the consideration they deserve, yet we will only be able to respond to shortlisted candidates. We are an equal opportunities employer and an inclusive workplace where every individual is valued and can thrive!