



**Local & Regional  
Europe**

# **Application pack**

**For the position of International Affairs –  
Statutory Officer**

The Council of local and regional governments, representing over 60 national associations from 40 countries. Our EU-policy work consists in influencing the European legislative and policy-making process, to ensure that the interests of local and regional government, and of the citizens they represent, are fully taken into account. This activity is closely complemented by related project activities.

CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organisation of local government. UCLG next Congress will take place in November 2019 and their statutory bodies will be renewed in the course of the year. CEMR is looking for an **International Affairs - Statutory Officer** to assist the Secretary General in the preparation of the UCLG Congress and the representation of the European section of UCLG in the next period.

The tasks required are as follows:

- Disseminate information through relevant meetings of the European Members of UCLG and up-dates;
- Follow the nomination of future members of the World Council, Executive Bureau and Presidency of UCLG with a good geographical and gender balanced representation;
- Prepare all meetings of UCLG, analyse the documents received and prepare briefings to European delegates and the Secretary general, ensure that Europeans are present in the meetings and assist the SG and the European Delegation in the meetings.

#### **Qualifications and experience**

- Between 2- and 4-years' experience in dealing with statutory affairs and administrative work;
- Excellent written and oral skills; French and English languages - both at mother tongue level, additional languages (Spanish) will be a plus;
- Good communication skills;
- Good interpersonal skills, organisational ability and time management;
- Interest in European and International affairs;
- Experience in or with a local/regional government or their associations desirable.

#### **Non-technical skills**

- Capacity of initiative;
- Very organised, attention to details, interest for administrative work;
- Capacity to handle strict deadlines;
- Experience of working in an intercultural and multinational environment;

#### **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. The following summarises some of the main points:

##### **Location**

The position is based at the CEMR headquarters, in Brussels; Square de Meeûs 1, 1000 Brussels; international travel during the length of the contract.

##### **Duration**

The proposed contract will start as soon as possible and until 20 December 2019.

##### **Salary**

The annual gross salary for this position will be according to experience and qualifications of the successful candidates.

### 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). Frequent travels will require flexibility in hours and days.

### Holidays

Employees are entitled to 25 days of paid holidays per year, in addition to public holidays.

### How to apply for this position

Please send by **9 January 2019 (midnight)** the following two documents, one in English and the other one in French:

- 1) A cover letter of maximum two pages, explaining why you are interested in this position and why you would be the ideal candidate;
- 2) A curriculum vitae, including employment history (with net salary), education, professional qualifications, language skills and contact details of two references.

Please send us your application by email to **application@ccre-cemr.org** with the subject "International Affairs - Statutory Officer".

Selected candidates will be invited for an interview and a written test, in English and French, in Brussels in January.

### About CEMR

The Council of European Municipalities and Regions (CEMR) is the broadest organisation of local and regional authorities in Europe. Its members are over 60 national associations of municipalities and regions from 41 European countries. Together these associations represent some 130 000 local and regional governments.

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](http://www.cemr.eu)  
[twitter.com/ccrecemr](https://twitter.com/ccrecemr)