



Local & Regional
Europe

Application pack for 1 Project officer

Project officer on energy efficiency: CITYinvest

Fixed term contract at the CEMR Secretariat General in Brussels

December 2016, Brussels

CEMR is recruiting one project officer for the following position:

- 1) A Project officer on energy efficiency / CITYinvest: fixed term contract until January 2018, part-time employment: 75 %

About the CEMR

The Council of European Municipalities and Regions (CEMR) is the European umbrella organisation of local and regional government, representing over 50 national associations from more than 30 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.

In the area of energy, environment and climate policy, CEMR contributes to the EU policy-making through the representation of local and regional government's views on key initiatives directly impacting local and regional policies. To complement our policy work, CEMR engages in projects that address relevant issues for the respective policy objectives.

For further information about CEMR and our work, please visit our website at www.ccre.org

Project officer on energy efficiency: CITYnvest

Contract up to January 2018
Part-time employment: 75%

CEMR is one of the organisations that form the consortium to deliver capacity building activities and tools to local and regional authorities in the framework of CITYnvest project, funded by Horizon 2020 programme. CITYnvest will strive to introduce innovative financing models in energy efficiency (revolving funds, EPC, TPF, cooperative models, etc.) in three Pilot Regions and conduct a wide-scale capacity building programme in 10 EU Member States concerning specific financial instruments/business models.

The objectives of the CITYnvest project are to increase the capacities, skills and knowledge of local and regional authorities on innovative financing models for sustainable energy services through in-depth capacity building and training sessions.

Job description

The project officer will be in charge of the CEMR activities within the CITYnvest project until the end of the project in January 2018. He/she will be responsible for the overall execution of CEMR's contribution to the project, in close cooperation with the policy adviser on environment, energy and climate, and the projects director, and deliver the following tasks:

- a) **Capacity building programme:** the project officer will lead the capacity building activities (webinars, policy round tables, final conference), following the workshops implemented in 2016 in Latvia, Lithuania and France. The Project Officer will provide support with the organisation of the final conference foreseen to be held in Brussels;
- b) **Promotion and Dissemination:** the project officer will be expected to lead the implementation of the promotion strategy, preparation of relevant promotional materials and animation of a web-based platform to ensure a multiplying effect and sustainable impact of the project;
- c) **Project management:** in cooperation with the Director of projects the Project Officer will monitor CEMR involvement in the CITYnvest project and represent CEMR at Steering committee meetings.

General provisions

- a) To liaise with CEMR staff, and play a positive and proactive role in the CEMR team ;
- b) To undertake other tasks as may reasonably be required.

Employee Profile

Qualifications and experience

- Knowledge of financial innovative models (Revolving funds, EPC, Cooperatives);
- Knowledge of the energy policies at local and regional level;
- Experience of drafting communication and promotional materials;
- Experience of maintaining and updating websites;
- Experience of managing European projects in cooperation with partners.

Skills and competences

- Capacity to work on his / her own initiative;
- Good organisational and management skills, including strong event organisation skills;
- Good communication, drafting and networking skills;
- Very good language skills in English and French (mother tongue level)
- Capacity and interest to work in a multi-cultural and international environment;
- Capacity to travel for work and reasonable flexibility in working time.

Provisions of this contract

Duration

This position is offered for **75 %** of a full time employee until January 2018. The successful candidate will be offered a fixed-term contract.

Salary

The offered salary will be according to skills and experience.

Hours of work

The job is for 28 hours per week (3.5 days – modalities to be discussed with the successful candidate).

Normal office hours are 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

The post holder is entitled to 21 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.

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 the main points:

Location

The position is based in Brussels; Square de Meeûs 1, 1000 Brussels

How to apply for this position

Please send us **by Sunday 8th January 2017** the following:

- A **cover letter** (maximum two pages), in English or French explaining why you are interested in this post and presenting your skills and experience.
- A **curriculum vitae**, in English or French, including employment history, secondary/higher education, professional qualifications.

Please be sure to draft one of the two documents mentioned above in English and the other in French.

Applicants are invited to send their application by email to application@ccre-cemr.org, mentioning in the subject line the post for which they wish to apply.

Selected candidates will be invited to an interview which will be held in January 2017 in Brussels to start as soon as possible, ideally on 1st February 2017.

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 50 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.