



**PLATFORMA**  
The European voice of **Local** and  
**Regional** authorities for development

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for development**

**Policy Officer**

**Brussels, November 2016**

## Join the towns and regions in development cooperation!

Europe's towns and regions are active in development cooperation. They establish partnerships with their counterparts on other continents on issues such as climate change, gender equality, good governance, health, transport, education... PLATFORMA is their Brussels-based umbrella organization. The PLATFORMA network facilitates exchanges of information among local and regional governments (LRGs) that engage in development cooperation, coordinates their advocacy efforts towards the European Institutions and promotes decentralised cooperation towards major stakeholders such as the European Parliament, the European Commission, NGOs and other associations active in development cooperation.

If you have a passion for sustainable development, international cooperation, local governments and Europe, if dynamism and energy are your middle names and if you are a team player at heart, then we would love to hear from you.

As PLATFORMA's policy officer you will be part of an international team of dedicated and enthusiastic people for whom town to town development cooperation is a specific, effective and efficient way to contribute to the world's sustainable development goals. You will work directly under the supervision of the PLATFORMA Director – Policy.

### Policy Officer: main tasks

- **Policy analysis:** Pro-actively follow policy- and legislative developments in the EU External Action (development cooperation, neighbourhood policy, humanitarian aid, urban policy ...); help identify priorities for PLATFORMA's advocacy program; contribute to conceptual and strategic reflections on the issues and advise on evolutions in the development sector. Monitor and analyse the international development agenda (SDGs, Global Partnership for Effective Development, Habitat, UNFCCC COPs etc.) and contribute to the advocacy strategies towards the EU institutions.
- **Advocacy:** Contribute to the development of an advocacy strategy for each relevant policy, legislative or programming proposals of the European institutions (commission, parliament, council, committee of the regions) to actively promote local and regional government's position towards the EU institutions and other relevant bodies.
- **Policy drafting:** Draft reports, assist in the writing of position papers, briefings, amendments and other documents; collaborate with the networks' partners to plan and conduct research and studies on relevant issues; contribute to PLATFORMA's publications and external communication.
- **Support PLATFORMA working structures:** Help the planning and organization of meetings, events and conferences - including the preparation of the program, background documents, identification and mobilisation of speakers, mobilisation of participants among PLATFORMA's member associations and other stakeholders.
- **Coordination and networking:** Collaborate closely with PLATFORMA's partner associations to ensure sound exchange of information with and among the associations; contribute to timely and relevant communication with partners and other stakeholders.

- Representation of PLATFORMA: Represent PLATFORMA at relevant meetings and conferences in Brussels and occasionally abroad; Ensure PLATFORMA's participation at relevant working groups, conferences or other events by pro-actively identifying relevant stakeholders.
- Other duties as might be reasonably required.

#### **Policy Officer: qualifications and experience**

- 3 to 5 years work experience in a similar position (advocacy, EU-context and/or network organization, ...) is required;
- Strong interest in sustainable development and international cooperation: experience and/or thorough knowledge of recent evolutions on international development policy;
- Good knowledge of the European Union, its institutions and their functioning;
- Mother tongue level, written and oral, English and French, other languages are an asset.

#### **Policy Officer: Skills and competences**

- Solid motivation for the missions of PLATFORMA to help federate the key actors of local and regional governments' international action and help strengthen the role of local and regional governments as actors in development;
- Good knowledge of Local Authorities and their specific contribution to sustainable development and international cooperation is a strong asset: local democracy, local development, the potential of local governments' international action ...
- Flexible and creative, pro-active and thorough work attitude;
- Able and willing to work in a multi-cultural and international environment;
- Available for occasional international travel;
- Excellent communication skills: talent to formulate complex policy issues into accessible wording and to represent PLATFORMA in diverse settings.

## 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 some of the main points:

### Location

PLATFORMA Secretariat is hosted by the Council of European Municipalities and Regions (CEMR). The position is based at the CEMR headquarters, in Brussels; Square de Meeûs 1, 1000 Brussels.

### Duration

The proposed contract will start as soon as possible (ideally on 1/2/2017) and until 31 July 2018. A contract extension is possible according to further funding from the EU.

### Salary

The annual gross salary for these positions 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). Some flexibility in working hours will be required.

### Holidays

Employees are entitled to 25 days of paid holidays per year, in addition to public holidays, as well as a week off between Christmas and New Year's Day.

## How to apply for this position

In order to apply for either position, please send us, **no later than 3 January 2017**, the following:

- A **cover letter** (maximum two pages), in English or French, explaining why you are interested in this position, how you correspond to the skills and competences required, and if appointed, what would be your personal contribution to the position and team.
- A **curriculum vitae**, in English or French, including employment history (with net salary), secondary/higher education, professional qualifications, any additional training or volunteer work and the contact details of two references.
- Please be sure to draft one of the two documents mentioned above in English and the other in French.

Please send your application by email to [application.platforma@ccre-cemr.org](mailto:application.platforma@ccre-cemr.org) mentioning in the subject line the title of the position.

Shortlisted candidates will be invited for an **interview and written test during the week of 9 January 2017** in Brussels.

The start of the successful candidate will ideally take place on 1 February 2017.

## About PLATFORMA

Since its creation in 2008, PLATFORMA has been the voice of European local and regional governments active in decentralised cooperation – the town-to-town, region-to-region development cooperation, closer to citizens and more effective.

PLATFORMA's role is to increase recognition of the work of local and regional governments in international cooperation, deepen the dialogue with European institutions and promote effective decentralised cooperation for the development of partner countries.

In 2015, PLATFORMA signed a Strategic partnership with the European Commission Directorate-General for International Cooperation and Development (DG DEVCO), whereby signatories commit to take actions based on common values and objectives to tackle global poverty and inequality, and to promote democracy and sustainable development.

PLATFORMA has around 30 members representing more than 100.000 local and regional governments: national, European and international associations, as well local and regional governments.

The Secretariat of PLATFORMA is hosted by the Council of European Municipalities and Regions (CEMR) (more information on [www.ccre.org](http://www.ccre.org)).