



Local & Regional
Europe

Application pack for the position of **Statutory Affairs Officer**

- Do you want to help strengthen the voice of the European Towns and Regions?
- Do you believe in decentralization and the capacity of towns and regions to change the world?
- Do you want to be part of a collaborative team where your competencies will be highly useful?
- Do you want to embrace statutory affairs work in order to fulfil an ambitious agenda for change?

... then becoming **the Statutory Affairs Officer** at CEMR may be your best choice!

Founded in 1951, the Council of European Municipalities and Regions (CEMR) is the broadest organization of local and regional authorities in Europe. Its 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.

CEMR is the European section of United Cities and Local Governments (UCLG), the worldwide organization of local governments.

Your mission

Under the supervision of the Secretary General of CEMR and in close cooperation with the other teams of the Secretariat you will:

After a handover period,

1. Organise and coordinate CEMR statutory meetings (Executive Bureau, Policy Committee, Meetings of Secretaries General and Directors) and contribute to major institutional events (CEMR Congress, Thematic conference, etc.)

- Define a concept and create a programme for each event/meeting;
- Coordination of the event with hosts and partners; ensure the preparation and logistical organisation of the meetings (travel, hotel booking, meeting rooms, interpretation, catering, transfers...)
- Production of meeting files, reports, concepts notes and dissemination among CEMR member associations;
- Production of meeting minutes for each meeting;
- Cooperate with the Policy Team regarding the programme of each meeting/event to ensure dynamic political debates, in line with the CEMR work programme;
- Cooperate with the Director – Administration and Finance on the financial monitoring of the events;

2. Monitor all developments affecting CEMR and local authorities in Europe, in particular those related to CEMR members participation into the organisation's work

- Relevant and timely correspondence with CEMR members associations (circular letters, concept notes, congratulations/farewell notes);
- Process membership requests;
- Organisation of the vote for the renewal of CEMR governing bodies – every three years;
- Mobilise members to participate in statutory meetings and other meetings of interest for the organisation;
- Ensure that Statutes and Rules of procedure are fully respected and updated;
- Update internal databases and institutional and statutory calendars regularly.

3. Contribute to the annual priorities and strategy of the organisation and help ensure their implementation

4. In cooperation with his personal assistant, assist the Secretary General of CEMR in his institutional and representation duties

You will report to CEMR Secretary General and will be part of the Secretariat Management Team. You will work closely with the personal assistant of the Secretary General, the Events Officer in the organization of major statutory events and with the International Affairs - Statutory Officer regarding UCLG.

Your profile

- You have a degree in European Affairs, Political Science, International Affairs, Public Law;
- You have ideally a minimum of 5 years of experience in a member-based organization and of dealing directly with its members; experience in or with a local/regional government or association would be a strong asset;
- You are experienced with administrative duties;
- You are perfectly bilingual English-French (both spoken and written skills); additional language an asset;
- You feel confident in working with high level politicians and representatives;
- You experiment a true work pleasure in the organization of events.;
- You are able to work autonomously and proactively;
- On the human side, you are a positive, accountable, enthusiastic and tenacious person; You enjoy being in contact with partners and colleagues as you have strong interpersonal skills; you are not afraid of working under pressure and with deadlines;
- You have a critical mind and are open to new ideas;
- You are willing to travel, if necessary, mostly in Europe, several times per year.

We offer

- An open, international and flexible work environment;
- A valuable experience in the EU environment;
- A permanent work contract;
- A dynamic, diverse and young work environment;
- A modern and well-situated office in the European Quarter nearby Luxembourg Brussels Station.

Wishing to join us?

We are looking forward to meeting you! Send your CV and application letter (one document in French, the other one in English) telling us about your motivations and interests to application@ccre-cemr.org **before 23h59 – 10 March 2019**. Please put **Statutory Affairs Officer** in the title of the email. Job entry will take place as soon as possible. Please note that only short-listed candidates will be contacted. More about us: www.ccre.org

CEMR is an equal opportunity employer.



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

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