# Application pack

## For the position of a Project Officer on energy and climate: the Covenant of Mayors Sub - Saharan Africa

Contract until 30 November 2019

December 2016, Brussels

## 1. 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 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. For 2016, the working priorities will be the following: the renewable energy package and the energy efficiency package (REFIT) and the implementation of the Paris climate agreement at the local and regional level.

## 2. About the Covenant of Mayors

CEMR is member of the consortium supporting with the implementation of the Covenant of Mayors (www.eumayors.eu) initiative. This European initiative gathers local authorities committing to take concrete and ambitious actions to reduce CO2 emissions and thus contributing to fight against the climate change. The Office of the Covenant of Mayors assists municipalities, provinces and regions involved in implementing their commitments and is also in charge of the promotion of the initiative in the EU and beyond. During the Climate Summit in Paris, EU Commission announced the geographical extension of the Covenant of Mayors for Climate and Energy, with new regional offices to be set up in Sub-Saharan Africa, North and South America, Japan, India, China & South-East Asia.

In 2015, CEMR has been selected by the European Commission to implement the Covenant of Mayors Sub-Saharan Africa (CoM SS Africa, covering 49 African countries) with the aim to increase the capacities of cities to provide access to sufficient, sustainable and safe energy related services to urban and peri-urban populations (specially the poor), with a special attention to energy efficiency and renewable energy as drivers for local low emission, climate resilient and sustainable development. Given the major challenge of urban growth in the covered countries in the coming decades, the specific objective is to increase local governments' planning capacities on urban design, mobility and energy.

## 3. Job purpose

The Project Officer will be responsible for the overall execution of the project, in close collaboration with the Junior Project Officer, the Administrative & Financial Assistant (based in Brussels) and the Helpdesk Project Officer (based in Africa). He/she will coordinate the work of all ten Project partners and liaise with the European Commission and the Advisory Board under the supervision of the Director of Projects. He/she will also collaborate actively with CEMR Policy Adviser on Environment, Energy and Climate and CEMR Communication Adviser. The post holder will report directly to the Director of Projects.

## 4. Duties and responsibilities

a) **Project Coordination:** Under the supervision of the Director of Projects, the Project Officer will execute the project and monitor closely the work and the progress of the deliverables of all partners against the set requirements;

b) **Project Communication:** The Project Officer will ensure effective communication with and between the project partners, the Advisory Board members and the European Commission;

c) **Organisation of Meetings:** The Project Officer will organise regular meetings with the Commission, the Implementation Committee (composed of the leaders and co-leaders of the work packages) and the Advisory Board;

d) **Events Organisation:** The Project Officer will organise and participate to conferences and capacity building workshops, with the support of relevant CEMR Policy Advisers. In addition, she/he will participate in the promotion of the Covenant of Mayors at relevant events;

e) **Preparation of Reports:** The Project Office will prepare and submit the required progress reports to the European Commission within the specific deadlines, in cooperation with the other members of the team.

## 5. Project Officer profile
### • Qualifications and experience
- Work experience of between 3 and 5 years in managing European projects;
- Ability to manage and coordinate partners;
- Experience and / or knowledge of the energy and climate issues;
- Knowledge of the Covenant of Mayors would be an asset;
- Experience in or with a local/regional government would be an asset;
- Experience of working in an intercultural and multinational environment.

### • Skills and competences
- Native level of French or English with excellent knowledge of the other language (oral and written); Portuguese would be an asset;
- Solid organisational skills and proven record of organising meetings and events;
- Strong networking, interpersonal and communication skills;
- Autonomous and pro-active working style;
- Capable to handle deadlines and stressful situations.

## 6. 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
COMO SSA 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; occasional international travel are required.

### • Duration
The proposed contract will start as soon as possible and until 30 November 2019.

### • Salary
The annual gross salary for this position will be according to experience and qualifications of the successful candidate.

### • 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.

### 7. How to apply for this position

Please send by **3 January 2017** (midnight) the following:

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 "Project Officer – CoMO SSA", and writing one of the documents mentioned above in English and the other in French.

Selected candidates will be invited to an interview, which will be held the week of 16 January 2017 in Brussels. The interview will be followed by a written test.

The successful candidate should ideally be available to start working immediately.

★

**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.