

VACANCY NOTICE

PROJECT OFFICER - CLIMATE & ENERGY

THE COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS (CEMR)

ABOUT CEMR

CEMR is the largest and oldest organisation of local and regional governments working on building a more inclusive, just, and resilient Europe by unlocking the power of local democracy. We endeavour to become the main network of territorial leaders with a vision to ensure local and regional governments are best equipped to drive the transitions of their communities towards Europe 2050 and address global challenges.

This requires strengthening city-to-city cooperation and rethinking the way local and regional governments engage in international partnerships.

If you share our ambition and would like to be part of our journey, this job opportunity may be for you!

WHY WORK FOR CEMR?

- CEMR aims to foster a closer relationship between local and regional governments (LRGs) and the European Union (EU) and other international institutions, working as a reliable partner to co-shape European legislation and localise the Sustainable Development Goals (SDGs).
- We strive to reinforce LRGs because we firmly believe that supporting local leadership and investing in local self-government is crucial to produce the changes we wish to see in our environment and societies.
- We work to strengthen city-to-city and region-to-region cooperation to increase knowledge-sharing opportunities and capacity-building.
- Our Brussels-based office is a vibrant and diverse hub, where enthusiasm and passion drive our collaborative efforts. Embracing diversity, we foster an inclusive environment that reflects the richness of ideas and perspectives.

ABOUT THE ROLE:

CEMR participates in multiple EU-funded projects and initiatives focusing on Climate & Energy.

The Project Officer for Climate and Energy will assist local and regional governments in implementing climate and energy policies, thereby advancing the EU's goal of climate neutrality.

In this context, the Project Officer's responsibilities include executing projects related to capacity-building, raising awareness, and organising high-level events at both EU and national levels. These efforts are designed to support local and regional governments as well as their national associations.

The Project Officer collaborates closely with the Project Lead and reports to the Director of Projects & Programmes.

TASKS AND RESPONSABILITIES:

- Conceptualise, plan, and organise workshops, events, capacity-building sessions, and awareness-raising activities, and prepare corresponding reports;
- Collaborate with CEMR member associations as needed to jointly execute the aforementioned activities within their regions;
- Promote and share project activities through CEMR, project partners, donors, and other relevant stakeholders' communication channels;
- Assist in coordinating overall project management efforts, encompassing planning, implementation, and reporting of similar activities in which CEMR is currently or may become involved in the future;
- Aid in preparing proposals for future funded projects related to Climate, Energy, and Environmental issues;
- Perform other tasks as required based on organisational needs.

REQUIREMENTS:

- A Master's Degree from a university in a relevant field such as Climate, Energy, Environment, Urban Planning, or Project Management;
- A minimum of 2 to 3 years of prior experience in a similar role;
- A demonstrated history of organising capacity-building initiatives and high-level events across various formats;
- Experience in implementing EU-funded projects or initiatives, including Horizon Europe, LIFE, etc.;
- A proven track record of supporting local and/or regional authorities in their energy and climate transitions;
- Solid understanding of EU policies related to climate and energy, with knowledge of environmental policies considered an asset;
- Ability to grasp technical issues and communicate them effectively to a broader audience;
- Proficiency in Microsoft Office and familiarity with social media platforms;
- Excellent written and verbal communication skills in English, along with a strong proficiency in French;
- Capability to establish and maintain positive relationships with both internal and external stakeholders;
- Outstanding teamwork skills, solution-oriented mindset, adaptability, and strong organisational abilities

We are in search of talents that exemplify a fusion of attitudes, skills, and behaviours anchored in our key core capabilities. This involves the ability to **lead**, steering endeavours by going the extra mile, **influence** by building relationships with stakeholders amidst diverse perspectives, **impact** through outcome orientation, and **inspire** by evoking positive responses, by fostering constructive reactions.

OUR OFFER

A one-year, full-time contract, with possibility to extend further up to 3 years, based on performance evaluation.

A competitive salary package including the 13th month of salary, legal and extra legal holidays, a teleworking policy and teleworking allowance, holiday allowance (as per Belgian legal framework), lunch vouchers, eco vouchers, medical insurance, and coverage of the public transport.

APPLICATION PROCESS

Interested candidates are invited to send their application, including a CV and a cover letter before the **May 30, 2024** at application@ccre-cemr.org, with "Application – Project Officer, Climate & Energy" in the subject.

Every application receives our dedicated attention as we believe in giving each candidate the consideration they deserve in our pursuit of talents. We are an equal opportunities employer and an inclusive workplace where every individual is valued and can thrive!

Due to the large amount of applications we usually receive, unfortunately only shortlisted applicants will be contacted.