



**Local & Regional
Europe**



Application pack

For the position of SDGs' International Officer

The Council of European Municipalities and Regions (CEMR) is the European umbrella organisation of local and regional governments, representing over 60 national associations from 40 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. CEMR work programme is currently organised around the 17 Sustainable Development Goals (SDGs). Local governments play a crucial role in providing a peaceful, prosperous, social and sustainable environment to the citizens on our continent and in the world, as enshrined in the Agenda 2030 and the 17 Sustainable Development Goals.

CEMR activities are also closely complemented by related project activities and PLATFORMA has been a network run by CEMR and many partners for over ten years.

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

Within the framework of the PLATFORMA project, CEMR is currently recruiting a **SDGs' International Officer** to:

- Follow the policy of SDGs at international level, ensuring the link with relevant international organisations (UN agencies, OECD...);
- Serve as contact point for European Commission's services (DEVCO and others) and other European and international institutions in relation with the implementation of SDGs;
- Disseminate the good practices of Partners of PLATFORMA and Members of CEMR in relation with SDGs;
- Provide tools to help PLATFORMA partners and CEMR Members to implement policies in relation with SDGs;
- Work with the Project officer in charge of the Reference Framework for Sustainable Cities (RFSC) in mobilising stakeholders in monitoring the implementation of SDGs in their constituency;
- In relation with the PLATFORMA project, the SDGs International Officer will manage the PLATFORMA taskforce on SDGs and ensures the relation with the UCLG's working group on SDGs, and the links with CEMR taskforce on SDGs;
- Assist CEMR presidency and CEMR Management Team to report at the High-Level Panel of the UN and the European Commission's multi-stakeholders' platform.

Qualifications and experience

- Over 5 years' experience in dealing with international cooperation;
- Excellent written and oral skills; French and English languages - both at mother tongue level;
- Good knowledge of the European Union and the UN systems; good understanding of the European and UN policy-making and decision-making processes;
- An understanding of the role and functioning of local and regional authorities worldwide;
- Good communication skills;
- Good interpersonal skills, organisational ability and time management;
- Interest in European and International affairs;
- Experience in or with a local/regional government or their associations desirable.

Non-technical skills

- Capacity of initiative;
- Very organised, attention to details;
- Capacity to handle strict deadlines;
- Experience of working in an intercultural and multinational environment;

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. The following summarises some of the main points:

Location

The position is based at the CEMR headquarters, in Brussels; Square de Meeûs 1, 1000 Brussels; international travel during the length of the contract.

Duration

The proposed contract will start from 1st March 2019 and until 28 February 2021.

Salary

The annual gross salary for this position 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

Please send by **9 January 2019 (midnight)** the following two documents, one in English and the other one in French:

- 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 "SDGs' International Officer.

Selected candidates will be invited for an interview and a written test, in English and French, in Brussels in January.



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 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.

www.ccre.org