



**PLATFORMA**  
La voix européenne des Autorités **Locales**  
et **Régionales** pour le développement



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

# **APPLICATION PACKAGE**

**FOR THE POSITION OF**

# **COORDINATOR FOR PLATFORMA**

**The European platform of local and regional  
authorities for development**

**Deadline for applications postponed to 2 December 2013**

This is a 30-month contract position.  
(1<sup>st</sup> January 2014 - 30 June 2016)

Brussels, October 2013

The Council of European Municipalities and Regions  
is recruiting a  
**COORDINATOR FOR PLATFORMA**

CEMR<sup>1</sup>, together with 23 other local, national, European and international level partners, established a platform to give a voice to local and regional authorities (LRAs) involved in development cooperation: PLATFORMA<sup>2</sup> ([www.platforma-dev.eu](http://www.platforma-dev.eu)).

This platform was launched in November 2008 during the European development days held in Strasbourg under the French Presidency of the EU.

CEMR provides secretariat services for PLATFORMA, which receives European Commission support under a contract, and whose purpose is to coordinate and represent the voice of European LRAs active in development cooperation.

PLATFORMA has recently received cofinancing from the European Commission to be used towards a new structuring phase of the network for the period leading up to 30 June 2016. The project's objective is to produce a more effective dialogue between the EU, the European actors in development cooperation and the LRAs in the partner regions as well as to ensure the follow-up to the Communication "Empowering Local Authorities in partner countries for enhanced governance and more effective development outcomes" adopted by the European Council in July 2013.

PLATFORMA has also received European Commission support for the management of a project concerning the strengthening of the European dialogue with local and regional authorities from other regions around the world that receive EU development aid. This project covers the period from 1<sup>st</sup> April 2012 to 31 March 2015.

The successful candidate will ensure the smooth running of both projects, involving namely their flawless implementation, the organisation of activities, the coordination between PLATFORMA partners, the leadership of a three-member team, the relations with outside partners, the contacts with the European Commission and other institutions, etc. The successful candidate will report to the Secretary General of the Council of European Municipalities and Regions and to PLATFORMA's Coordination Committee.

The ideal candidate must possess a good theoretical grasp as well as practical knowledge of decentralised cooperation and European development policy, have proven and successful experience with managing European projects, first-rate organisational skills and be able to work as a team player in an international environment. Fluency (completely bilingual) in English and French is required. Knowledge of one or more other European languages is a plus.

The application package may be downloaded from CEMR's website: [www.ccre.org](http://www.ccre.org).

Applications must be submitted by **noon on 2 December 2013**: [application@ccre-cemr.org](mailto:application@ccre-cemr.org).



<sup>1</sup> Founded in 1951, the **Council of Municipalities and Regions of Europe** is the main association representing local and regional authorities in Europe. Its members are national associations, which are for the most part large national associations of local and/or regional authorities – see [www.ccre.org](http://www.ccre.org).

<sup>2</sup> PLATFORMA brings together the following organisations: CEMR, United Cities and Local Governments (UCLG), Commonwealth Local Government Forum, International Association of French-Speaking Mayors (AIMF), Conference of Peripheral Maritime Regions (CPMR), Association of European Border Regions (AEBR), German Section of CEMR (RGRE), Association of Flemish Cities and Municipalities (VVSG), French Association of CEMR (AFCCRE), Cités Unies France (CUF), Spanish Federation of Municipalities and Provinces (FEMP), Association of Basque Local Authorities for international cooperation (Euskal Fonda), International Cooperation Agency of the Association of Netherlands Municipalities (VNG International), Italian Association of CEMR (AICCRE), Latvian Association of Local and Regional Governments (LALRG), Romanian Municipalities Associations (AMR), Swedish Association of Local Authorities and Regions (SALAR), Region of Tuscany, Province of Barcelona, Region of Catalonia, City of Paris, Greater Lyon, Nantes Metropole, Region of Provence-Alpes-Cote d'Azur.



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

Brussels, October 2013

Dear Applicant,

***Platforma Coordinator***

Thank you for expressing interest in our new post of Platforma Coordinator.

PLATFORMA is an initiative which brings together national, European and international associations of local and regional government as well as Local and Regional Governments active in the field of development cooperation.

PLATFORMA's secretariat has been provided by the Council of European Municipalities and Regions since January 2009 and it benefits from the financial support of the European Commission.

CEMR is based in the House of Municipalities, Cities and Regions – Square de Meeûs 1 in Brussels. Platforma works out of the same building in an office independent from CEMR headquarters. The post-holder will work under the direction of the Secretary General of CEMR and will manage the Platforma team. As part of the job, he/she will need to travel very frequently, including many overnight stays, some outside of Europe.

We are looking for an exceptional candidate who understands the importance of development cooperation, who has excellent organisational skills, who has a talent for communication, management and teamwork – as well as someone who is versatile and committed.

If you think you have these skills and qualities, we very much hope that you will apply.

Yours sincerely,

Frédéric Vallier  
Secretary General

# **PLATFORMA COORDINATOR**

## **Procedures for applying**

Please send us the following documents by noon on Monday, 2 December 2013:

1. A cover letter (one page in English or French) telling us why you are interested in this position and what you would contribute to the mission if you were selected.
2. A curriculum vitae (in English or French), outlining your career, your education, your professional qualifications, other activities and positions held as well as the contact details for two references we may get in touch with, one of whom should be your current, or most recent employer.
3. A document (maximum of three pages – in English or French) explaining why and how you fulfil each of the required qualifications. Please address each point separately and specify with details that substantiate your experience. It is not enough to state that you have the required skills.

You must use both working languages to draft these documents (one in English, two in French or vice versa).

All documents are to be submitted by post to CEMR, Square de Meeûs 1 – 1000 Brussels or by email: [application@ccre-cemr.org](mailto:application@ccre-cemr.org).

Selected candidates will then need to attend interviews to be held before mid-December in Brussels.

Should you be interested in this position, we suggest that you keep these dates free in your calendar.

# PLATFORMA PROJECT COORDINATOR

## Job Description

The post-holder will report to the Secretary General of CEMR and to the Coordination Committee of Platforma. He/she will act as section head and will be responsible for the coordination of the PLATFORMA team, which currently consists of two project officers and an administrative assistant. He/she will work in very close collaboration with the Director of Finance and Administration of CEMR.

### **Key missions and responsibilities:**

PLATFORMA is cofinanced under two contracts with the European Commission (DG DEVCO). The main objective of the Coordinator is to successfully carry out the activities planned under the framework of the two contracts with the two project officers.

In July 2013, the European Council adopted the Communication "Empowering local authorities in partner countries for enhanced governance and more effective development outcomes". Discussions are currently underway on the best response that Platforma and its partners can contribute to this communication and it will be the future coordinator's mission to bring these discussions to fruition and to implement any decisions that ensue from them.

Capable of being a source of and driving force of proposals, as well as diplomatic and gifted with a keen sense of compromise, the coordinator will ensure that PLATFORMA's objectives are fulfilled in the best interests of the partners and in concert with the services of the European Commission and the European Institutions (Parliament, Council).

Highly versatile and willing to travel, the successful applicant will be responsible for overseeing the proper implementation of PLATFORMA's activities and for facilitating the cooperation between PLATFORMA partners in accordance with the project's established priorities:

### **I. Political advocacy: Platforma acts as the political advocate for the actors of decentralised cooperation in the European Institutions**

- Coordinating the platform's member partners, the coordinator develops an effective strategy for advocating with the European Institutions
- Maintains good relations with the members of the platform
- Can provide a good overview of the positions of the different partners
- Coordinates the execution of the projects with the help of the project officers
- Supervises the positions shared with the members and finalised by the project officers
- Prepares the talking points for the political representatives and any other representatives of PLATFORMA at consultation meetings with the European Institutions
- Ensures good working relations with the services of the European Commission

### **II. Technical monitoring of the project**

- Ensures guidance of the team in place (three staff members)
- Ensures the proper implementation of the contracts signed with the European Commission
- Ensures that the required technical and financial follow-up for the projects is duly carried out, in collaboration with CEMR's administrative and financial service
- Drafts intermediary and final reports as well as any other documents requested by the European Commission
- Ensures any evaluations of the projects that prove necessary

### **III. International Relations**

- Communicates with the organisations and networks active in development cooperation
- Participates in meetings and conferences
- Manages contacts and cooperates with international organisations in the field of development cooperation

### **IV. Communication and visibility**

- Oversees the communication strategy established by the project officer in accordance with the framework laid down by the European Commission and the objectives of PLATFORMA
- Oversees the drafting of documents and publications

### **V. Other activities**

- Undertakes all other tasks which may be reasonably required under the scope of this job.

# REQUIRED SKILLS

These skills are not listed in order of importance.

## **Areas of expertise**

### ***Project and general management:***

- Management of the European projects
- Strong organisational skills
- Experience and capacity to manage teams (**at least seven years of experience**)
- Ability to draft and produce summaries (in English and French)

### ***Familiarity with local and regional authorities and development cooperation:***

- Knowledge of development or decentralised cooperation themes
- Good understanding of the role of local and regional authorities
- Professional experience working with networks of local and regional authorities

### ***Work with the European Institutions and political awareness:***

- Political sensibilities and sense of diplomacy
- Familiarity with the functioning of the European and international institutions
- Good interpersonal skills working in a political and intercultural environment
- Assured public speaker and readily able to lead a meeting

### ***General requirements***

- Availability and versatility
- Willingness and availability to make trips (frequent travel within Europe and further abroad)
- Completely fluent in English and French with working knowledge of a third European language
- Used to working in an intercultural environment

## **About PLATFORMA and CEMR...**

### **PLATFORMA (the European Platform of local / regional authorities for development)**

1. CEMR<sup>1</sup> and 23 other local, national, European and international level partners have established a platform to give a voice to local and regional authorities (LRAs) involved in development cooperation.
2. This platform was launched in November 2008 during the European development days held in Strasbourg under the French Presidency of the EU and was named PLATFORMA ([www.platforma-dev.eu](http://www.platforma-dev.eu)).
3. PLATFORMA, whose secretariat is provided by CEMR, was set up after a series of preparatory meetings and consultations.

The 24 project partners who have committed to providing cofinancing are the following:

#### *National associations and organisations:*

- Spanish Federation of Municipalities and Provinces (FEMP)
- French Association of the Council of European Municipalities and Regions (AFCCRE)
- Italian Association of the Council of European Municipalities and Regions (AICCRE)
- Association of Netherlands Municipalities (VNG)
- Romanian Municipalities Association (AMR)
- Latvian Association of Local and Regional Governments (LALRG)
- Swedish Association of Local Authorities and Regions (SALAR)
- Cités Unies France (CUF)
- German Association of Cities (Deutscher Städtetag)
- Association of Flemish Cities and Municipalities (VVSG)
- Association of Basque Local Authorities for international cooperation (Euskal Fundoa)

#### *Other European organisations of local and regional authorities:*

- Assembly of European Border Regions (AEBR)
- Conference of Peripheral Maritime Regions (CPMR)
- Council of European Municipalities and Regions (CEMR)

#### *International organisations:*

- United Cities and Local Governments (UCLG)
- International Association of French-Speaking Mayors (AIMF)
- Commonwealth Local Government Forum (CLGF)

#### *Local and regional governments:*

- Greater Lyon
- Paris
- Region of Tuscany
- Province of Barcelona
- Nantes Metropole
- Region of Provence-Côte d'Azur
- Region of Catalonia



4. PLATFORMA's objective is as follows:

- To assist with the networking of information and the exchange of experience and best practice between members in view of preparing joint positions on local and regional authorities' roles in development aid and the importance of a local and regional approach in managing this aid;
- To facilitate the dialogue of local authorities with other programme partners, particularly non-governmental organisations, working at European level through the CONCORD network;
- To give a coordinated voice to local and regional authorities vis-à-vis the institutions and in particular the European Commission, for example during consultation processes.

5. PLATFORMA receives support from the European Commission (DEVCO) through a grant funded under objective 3 of the *Non-State Actors and Local Authorities in Development* programme (1<sup>st</sup> July 2013 – 30 June 2016). PLATFORMA also obtained specific cofinancing from the European Commission to support actions promoting dialogue between the European Union and the actors in the partner countries. This action covers the period from 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2015. The project's objective is to produce a more effective dialogue between the EU, the European actors in development cooperation and the LRAs in the partner regions.

**Site:** [www.platforma-dev.eu](http://www.platforma-dev.eu)

## **The Council of European Municipalities and Regions**

Founded in 1951, the Council of European Municipalities and Regions is the main association grouping together local and regional authorities in Europe. Its members are national associations, which are for the most part large national associations of local and/or regional authorities. Today, CEMR consists of 57 member associations spread out over 41 different countries. Its President is Wolfgang Schuster, Honorary Mayor of Stuttgart. CEMR is the European Section of the international organisation of local authorities, United Cities and Local Governments (UCLG), whose President is the Mayor of Istanbul, Kadir Topbaş.

### **The place of international cooperation**

CEMR has worked for several years on promoting the role of local and regional authorities in development cooperation. This lobbying led to the European Commission's establishment of the programme "Non-State Actors and Local Authorities in Development" for the 2007-2013 period as a result of the report presented to the European Parliament by Pierre Schapira, Member of the European Parliament and Deputy Mayor of Paris. The setting up of PLATFORMA (as a platform coordinating the authorities from the different spheres representing local/regional government in the area of development and as a preferred spokesperson to the EU) falls under the framework of this programme.

### **Staff and offices**

CEMR's headquarters are located in Brussels in the House of Municipalities, Cities and Regions at Square de Meeûs 1, 1000 Brussels. PLATFORMA's offices are also located in this same building in an area separate from CEMR's offices.

### **Website**

Our website is: <http://www.ccre.org>  
Additional information on CEMR and its activities is available online.

# **PLATFORMA COORDINATOR**

## **Main employment terms and conditions**

The full terms and conditions of employment will be set forth in a contract to be prepared with the candidate and drawn up on the basis of Belgium law. The main conditions are as follows:

### **1. Location**

The post is located in Brussels. The person hired for the position must be available to travel regularly abroad for meetings and conferences.

He/she will work under the direction of the Secretary General of CEMR.

### **2. Duration**

The proposed contract is a 30-month contract.

### **3. Salary**

As our remuneration policy is based on internal principles of fairness and market competitiveness, the exact amount of the gross annual salary for this position will be determined according to the selected candidate's skills and experience and will include a thirteenth month and holiday pay. The gross annual salary for this position can be expected to be around EUR 65K.

### **4. Working hours**

This is a 38-hour per week position (5 days), with general office hours from 9am to 6pm (from Monday to Thursday) and from 9am to 4pm (on Friday). However, the job requirements call for flexibility in the working hours.

### **5. Paid leave**

Employees receive 25 days of paid leave per year, in addition to public holidays and a week off between Christmas and the New Year. There are no substitutions for public holidays which fall on a Saturday or Sunday.

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