



**Local & Regional  
Europe**

# **Application pack**

**For the position of a project officer on energy  
and climate / the Covenant of Mayors**

Fixed term contract at the CEMR Secretariat General in Brussels

November 2013, 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, environment 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 2014, the working priorities will be the following: the review of the EU air policy, the review of the EU waste policy and the review of the energy and climate package.

To complement this policy work, the CEMR is one of the organisations that form a consortium to provide the Office for the Covenant of Mayors ([www.eumayors.eu](http://www.eumayors.eu)). This European initiative gathers local authorities committing to take concrete and ambitious actions to reduce CO<sub>2</sub> 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.

The objectives of the Covenant of Mayors' Office for the three next years will be to support municipalities achieving their emissions reduction potential and to increase their capacity to implement their commitments. CEMR will be particularly involved in the organisation of capacity building events, in the development of synergies with international and EU initiatives which could positively support Covenant signatories, and in the liaison with Covenant Supporters, which are networks of local and regional authorities committed to support municipalities involved in the Covenant.

## 2. Job description

The project officer will deliver CEMR's tasks in the Covenant of Mayor's office. This is a 36-month project until December 2016. For the first six months of the contract, the officer will also be involved in the CEMR policy work on environment, energy and climate, in order to gain knowledge of our activities in this field and be able to make the link between our policy and project activities.

For further information about CEMR and our work, please visit our website at [www.ccre.org](http://www.ccre.org)

### 3. Specific tasks and responsibilities

#### Covenant of Mayors

The project officer will be involved in the CEMR activities within the Covenant of Mayors' Office. In particular, he/she will be responsible for the overall project execution, in close cooperation with the policy adviser and the project coordinator, and deliver the following tasks:

- a) **Events organisation:** the project officer will be expected to lead on the organisation of a high number of conferences and capacity building workshops, with the support of the relevant policy adviser on the content. In addition, she/he will participate in the promotion of the Covenant of Mayors at relevant events.
- b) **Helpdesk for Covenant Supporters:** the project officer will be responsible for the liaison with Covenant Supporters. This includes contributing to the development of a strategy to mobilise potential Supporters and treating all requests coming from Covenant Supporters.
- c) **Liaison with international and EU initiatives:** in coordination with the project coordinator and the policy adviser, the project officer will organise and monitor the cooperation activities of the Covenant of Mayors' Office with relevant initiatives.
- d) **National focal point for eight priority countries:** in cooperation with the policy adviser, the project officer is expected to develop and monitor a strategy for the promotion and implementation of the Covenant of Mayors in 8 countries (UK, BE, ES, IRE, LV, LT, PL, SL).
- e) **Contribution to the project management:** in cooperation with the project coordinator, the project officer will monitor CEMR involvement in the Covenant of Mayors' Office and represent CEMR at Covenant Steering committees.

#### CEMR policy work

In addition, the project officer will actively contribute to CEMR's policy work in the field of environment, energy and climate during the first six months of her/his contract, under the supervision of CEMR Director of Policy. His/her tasks will be the following:

- a) **Responsibility for the effective preparation and running of CEMR's working structures** (focus groups on waste, air, and energy and climate).
- b) **Organisation of the CEMR lobbying activities on environment, energy and climate**, in coordination with the chairs of the Thematic Platform and the focus groups. This tasks include:

#### General provisions

- c) To work effectively with the Press and Communication team, including providing input to the website, newsletter and media material on relevant issues.
- d) To liaise with CEMR staff, and play a positive and proactive role in the CEMR team.
- e) To undertake other tasks as may reasonably be required.

### 4. Employee Profile

#### a. Qualifications and experience

- Experience and / or knowledge of the energy and climate issue at local and regional level.
- Experience and /or knowledge of managing European projects.

- Knowledge of the European Union and the decision-making process.
- Knowledge and / or experience of the situation in new Member States would be an asset.

#### **b. Skills and competences**

- Capacity to work on his / her own initiative and proactively in his/her thematic area (climate and energy);
- Good organisational and management skills, including strong event organisation skills;
- Good communication, drafting and networking skills;
- Good language skills, written and oral, in English (mother tongue level) is required; good language skills in other languages, and in particular Polish, would be an asset;
- Proficiency in using information technology and modern office software;
- Capacity and interest to work in a multi-cultural and international environment;
- Capacity to prioritise and work under stress;
- Capacity to travel for work and reasonable flexibility in working time.

### **5. Main terms and conditions of employment**

**The post is subject to the acceptance of the contract for the Covenant of Mayors' Office 2014 - 2016.** 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:

#### **a. Location**

The position is based in Brussels; Square de Meeûs 1, 1000 Brussels.

#### **b. Duration**

This is a 36-month project, until December 2016; the successful candidate will be offered a fixed-term contract with a 3-month probation period.

#### **c. Salary**

The salary for this position is set at € 37 600 gross per year, which includes the 13<sup>th</sup> month and holiday pay ("pécule vacances").

#### **d. 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.

#### **e. 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 and extra days for long weekends as determined by the Secretary General.

## 6. How to apply for this position

Please send us, **by Friday 6 December** the following:

- A **cover letter** (one page), explaining why you are interested in this post and presenting your skills and experience. [*in English*]
- A **curriculum vitae**, including employment history, secondary/higher education, professional qualifications [*in English*].

Please send your application by email to [application@ccre-cemr.org](mailto:application@ccre-cemr.org) with the title “Application project officer energy and climate”.

Selected candidates will be invited to an interview which will be held on 17 and 18 December in Brussels.

### 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.