



## Job description and Activities

### About PLATFORMA

Since its creation in 2008, PLATFORMA ([www.platforma-dev.eu](http://www.platforma-dev.eu)) has been the voice of European local and regional governments active in decentralised cooperation – the town-to-town, region-to-region development cooperation, closer to citizens and more effective.

PLATFORMA's role is to increase recognition of the work of local and regional governments in international cooperation, deepen the dialogue with European institutions and promote effective decentralised cooperation for the development of partner countries.

In 2015, PLATFORMA signed a Strategic partnership with the European Commission Directorate-General for International Cooperation and Development (DG DEVCO), whereby signatories commit to take actions based on common values and objectives to tackle global poverty and inequality, and to promote democracy and sustainable development.

PLATFORMA has 30 members representing more than 100.000 local and regional governments: national, European and international associations, as well local and regional governments.

The Secretariat of PLATFORMA is hosted by the Council of European Municipalities and Regions (CEMR) (more information on [www.ccre.org](http://www.ccre.org)).

### Join the towns and regions in development cooperation

To boost exchange and create learning opportunities between the network partner organisations and beyond and unlock the research base of the network, PLATFORMA is currently recruiting an 'Exchange support officer'. As PLATFORMA's Exchange Support Officer, you will be part of an international team of dedicated and enthusiastic people for whom town to town development cooperation is a specific, effective and efficient way to contribute to the world's sustainable development goals. You will work directly under the supervision of the Projects Director.

### Main tasks and responsibilities

In collaboration with the rest of the team, the person will be asked to:

1. Increase exchange between partner organisations: identify the exchange needs and disseminate all relevant information to the PLATFORMA network;
2. Coordinate the networks' knowledge base including research and training materials, guide the PLATFORMA research and analysis activities guaranteeing coherence and complementarity across the network, make available a joint learning library (training materials, modules, research studies, data);



3. Facilitate and organise training and learning opportunities for the PLATFORMA network, applying the peer-to-peer principles within the network. Design a methodology of peer-review within the network that is attractive for the partner organisations. In the course of one year at least 6 learning events will be held focussed on network partner organisations. Identify relevant stakeholders and participants, establish preparatory timelines, organise and follow-up preparatory meetings, assure event logistics and support smooth organisation during the events;
4. Contribute to international events organised by the Secretariat, mainly by ensuring the dissemination of the research and training materials, organisation of knowledge exchanging sessions on specific topic and supporting the team on the spot.

### **Requested profile and experience**

- Between 2 to 5 years work experience with a background on knowledge assessment, knowledge sharing, research, organising and facilitating training and exchanging sessions is required;
- Strong interest in sustainable development and international cooperation;
- Mother tongue level, written and oral, English and French, other languages are an asset;
- Networking, communication and social media skills;
- Good knowledge of the European Union, its institutions and their functioning;
- Flexible and creative, pro-active and thorough work attitude;
- Able and willing to work in a multi-cultural and international environment and available for regular European travel.

### **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

PLATFORMA 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.

#### Duration

The proposed contract will start as soon as possible (ideally on 1<sup>st</sup> of July 2017) and until 31<sup>st</sup> July 2018.

#### 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.

### **How to apply for this position**

- In order to apply for either position, please send us, **no later than 4 June 2017**, the following documents, Please be sure to draft one of the two documents mentioned above in English and the other in French.
- A **cover letter** (maximum two pages), in English or French, explaining why you are interested in this position, how you correspond to the skills and competences required, and if appointed, what would be your personal contribution to the position and team.
- A **curriculum vitae**, in English or French, including employment history (with net salary), secondary/higher education, professional qualifications, any additional training or volunteer work and the contact details of two references.

Please send your application by email to [application.platforma@ccre-cemr.org](mailto:application.platforma@ccre-cemr.org) mentioning in the subject line the title of the position.

Shortlisted candidates will be invited for an **interview and written test on 15<sup>th</sup> June 2017** in Brussels.