

## Join the towns and regions in development cooperation!

Europe's towns and regions are active in development cooperation establishing partnerships with their counterparts on other continents on issues such as climate change, gender equality, good governance, health, transport, education... PLATFORMA is their Brussels-based umbrella organisation; it endeavours to facilitate exchanges of information among local and regional governments (LRGs), to coordinate their advocacy efforts as well as to promote decentralised cooperation among major stakeholders such as the European Parliament, the European Commission, NGOs and other associations active in development cooperation.

If you have a passion for development cooperation and for Europe, if dynamism and energy are your middle names and if you are team player at heart, then we would love to hear from you.

As PLATFORMA's policy officer/advisor or project officer you will be part of a small team of dedicated and enthusiastic people for whom town to town development cooperation is the more efficient way to reach the world's sustainable development goals. (<http://www.platforma-dev.eu/index.php>)

### Policy Officer/Advisor

- **Policy analysis:** To follow policy and legislative developments in the EU development policy; to identify priorities for Platforma advocacy programme; to contribute to the reflection on the issues and to advise in a timely manner on developments. Monitoring and analysing of the international development agenda (SDGs, Global Partnership for Effective Development, Habitat, UNFCCC COPs etc.);
- **Policy drafting:** To draft reports, position papers, briefings, amendments and other documents; to collaborate with the research and studies officer in conducting research on relevant issues; to contribute to Platforma's publications and external communication in close and effective collaboration with the press and communication team;
- **Support to Platforma working structures:** To support and coordinate effectively Platforma's working structures; to organise meetings and conferences, including the preparation of the programme and background documents, identification and mobilisation of speakers, mobilisation of participants among Platforma's member associations and other partners and stakeholders;
- **Policy Advocacy:** To develop an advocacy strategy for each relevant policy or legislative proposal of the European Commission, to actively promote local and regional's government's position towards the EU institutions and other relevant bodies;
- **Coordination and networking:** To co-ordinate Platforma's advocacy activities with members and partners, to collaborate closely with representatives of Platforma's member associations, to ensure sound exchange of information with and among the associations; to contribute to timely and relevant communication with members, partners and stakeholders, including meetings with EU institutions and Development partners in Brussels;
- **Representation of Platforma:** To actively represent Platforma at relevant meetings and conferences; to ensure Platforma's participation at relevant working groups, conferences or other events and bodies at national or European levels;
- Other duties as might be reasonably required.

The positions will be determined according to the profile and motivation of the candidates as well as the following points:

#### Qualifications and experience

- Work experience in a similar position for several years is required;
- Strong interest in development cooperation; Experience and/or thorough knowledge of advocacy positions on international development policy;
- Good knowledge of the European Union, its institutions and their functioning; Previous experience of animating a network strongly desired;
- Mother tongue level, written and oral, in English and French, other languages an asset;

#### Skills and competences

- Solid motivation for the missions of Platforma;
- Good knowledge of Local Authorities and the values they bring would be a plus: local democracy, local development, international commitment;
- Ready to work into a small multi-cultural and international environment;
- Very good communication skills;

## Project Officer

The activities of the network are co-financed by the 34 members and the European Commission; PLATFORMA is currently working with two EC grants that support advocacy, exchange of experiences and the communication activities of the network. They are implemented mostly on the EU territory.

- **Grant Management:** Responsible for the grant management and the compliance with EC financial and contractual procedures in the implementation of the project; planning of the deliverables; compiling and editing project reports and annual work plans; timely submission to the EC;
- **Relation with partners:** coordination of the activities with the 34 partners of the project; setting up guidelines for the partners to ensure compliance with EC requirements and project commitments; support to partners in the reporting; review of project cofinancement;
- **Monitoring and Evaluation system:** setting up an M&E system with clear internal and external indicators;
- **Finances:** follow up the project budget; follow up of co-financing with the partners; coordination with CEMR finance team;
- **Miscellaneous:** Preparation of new project grants; other duties as required

#### Qualifications and experiences

- Prior solid experience in managing complex and large grants for the European Commission, including multilateral donor funds;
- Experience in animating a partner network;
- Sound financial management skills;
- Experience in fund raising;
- Mother tongue level, written and oral, in English and French, other languages an advantage; Capacity and interest to work in a multi-cultural and international environment;

#### Skills and competences

- Solid motivation for the contents of the project;
- Experience of European projects and their complex rules of implementation;
- Good knowledge of Local Authorities and the values they bring would be a plus: local democracy, local development, international commitment of local authorities;
- Very good communication skills;

## 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 headquarter, in Brussels; Square de Meeûs 1, 1000 Brussels.

### Duration

- The proposed contracts will start as soon as possible and until 31 July 2018. A contract extension is possible according to further funding from the EU;

### Salary

- The annual gross salary for these positions 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

- In order to apply for either position, please send us, **no later than 9 October 2015**, the following:
- 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 salary), secondary/higher education, professional qualifications, any additional training or volunteer work and the contact details of two references.

Please be sure to draft one of the two documents mentioned above in English and the other in French. Please be sure to clearly mention for which position you are applying.

Please send your application by email to [application.Platforma@ccre-cemr.org](mailto:application.Platforma@ccre-cemr.org) mentioning in the subject line the post for which they wish to apply.

Selected candidates will be asked to come in for an interview during the week of 19<sup>th</sup> October in Brussels.

The start of the successful candidate will depend on her / his availability.