



Local & Regional
Europe

Application pack

Project Officer on energy and climate: Covenant of Mayors for Climate and Energy

Fixed term contract at the CEMR Secretariat in Brussels

June 2020, Brussels

Do you want to support municipalities in achieving their emissions reductions and increase their resilience to the adverse effect of climate change?

Do you want to organise awareness raising events?

Do you want to be part of a collaborative team where your competencies will be highly useful?

... then becoming a **Project Officer – Covenant of Mayor** at CEMR may be your best choice: come work with us!

CEMR is one of the organisations that form a consortium to provide for the Office of the Covenant of Mayors and its related services. The Covenant of Mayors initiative gathers local authorities committing to take concrete and ambitious actions to reduce CO₂ emissions and adapt to the adverse effects of 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:

Your mission

You will be responsible for the activities of the project:

- **Organise high-level awareness raising and capacity building events** in Cyprus, Estonia, Finland, Greece, Latvia, Lithuania, Malta, Poland, Slovenia, UK. Participation in the promotion of the Covenant of Mayors at relevant events, liaison with European/National/Regional/Local partners;
- **Helpdesk for Covenant Supporters:** liaison with Covenant Supporters, mobilisation of potential Supporters, treating all requests coming from Covenant Supporters, Energy Agencies and other defined organisations; monitoring of their activities;
- **Communication activities:** Drafting of communication materials such as articles, newsletters, etc. to disseminate the Covenant of Mayors actions;
- **Project management:** the project officer is responsible for the execution, monitoring, financial follow up and reporting of the project and represent CEMR at Covenant Steering committees.

Your Profile:

- You have several years' experience in working on European projects;
- You have proven experience and knowledge of energy and climate issues/policies at local, regional and European level;
- You have good knowledge of the European Union policy-making and decision-making processes;
- You have strong communication, organizing, networking and drafting skills;
- On the human side, you are a positive, reliable and autonomous person, but also keen on working in a team;
- You enjoy being in contact with partners and colleagues, as you have strong interpersonal skills;
- You are fluent in English and French – both spoken and written skills;
- You are willing to travel, if necessary, in Europe and/or internationally.

We offer

- A contract until December 2023;
- A valuable experience with local and regional governments and EU institutions;
- An open, international and flexible work environment;
- A modern and well-situated office in the European Quarter nearby Luxembourg Brussels Station.

Wishing to join us?

We are looking forward to meeting you! Send your CV and application letter in **English and French (one document in English, the other one in French)**, telling us about your motivation and interest to application@ccre-cemr.org before 23h59 – **28 June 2020**. Please put **Project Officer – COMO 5** in the title of the email. Please note that only short-listed candidates will be contacted. More about us: www.cemr.org/ www.eumayors.eu - <https://www.covenantofmayors.eu/>

CEMR is an equal opportunity employer.