



**Local & Regional  
Europe**

# Application pack

## **Project Officer (part-time - 80%) on the Reference Framework for Sustainable Cities**

Fixed term contract at CEMR Secretariat in Brussels

October 2020

*Do you want to be at the cross road between the promotion of economic development, social inclusion and environmental actions? Do you want to organise communication, awareness raising and training activities aimed at promoting the action? Do you want to be part of a collaborative team where your competencies will be highly useful?*

*... then becoming **an Officer – Reference Framework for Sustainable Cities (RFSC)** at CEMR may be your best choice: come work with us!*

The Reference Framework for Sustainable Cities (RFSC) provides a web-based tool for cities to develop and monitor a sustainable urban development strategy or project in line with the Leipzig charter for European Sustainable Cities and the UN Sustainable Development Goals (SDGs). The RFSC activities are co-funded by the French Ministry of Territorial Cohesion and Relations with Local Government.

You will be responsible for the following activities:

- Ensure the promotion, visibility and dissemination of the RFSC towards EU Institutions and programmes, EU Member States, CEMR members as well as directly to local governments across EU;
- Follow and contribute to policy development in the field of sustainable urban development and the 2030 agenda and the SDGs in liaison with relevant colleagues in CEMR;
- Organise workshops and participate in main EU events in the field of urban development in particular, organise awareness raising and training online webinars and develop proposals for activities with partners;
- Ensure the visibility of the project in social media (Twitter and Facebook), draft articles, newsletters and other communicational materials (i.e. videos) in liaison with relevant colleagues at CEMR;
- Establish and animate a RFSC “Steering Committee/Advisory Board” aiming at gathering feedback and reinforcing synergies with other initiatives;
- Provide helpdesk support to cities and manage the back office of the tool;
- Maintain and develop further regular communication with partners, relevant stakeholders the donor and liaise with existing initiatives in this field;
- Organise, prepare the agenda, facilitate and draft minutes of the RFSC Management Team Meetings including project partners and ensure a smooth implementation of the project activities and reporting.

## **Your Profile**

- You have several years’ experience in working on European projects;
- You have proven experience and knowledge of European sustainable urban policies;
- You have strong communication, organisational, 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 part-time position at 80% until October 2021 with possibilities of extension linked to financing; Please note that there might also be the possibility that this position becomes a full time position according to the discussions and the requests of the donor;
- 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](mailto:application@ccre-cemr.org) before 23h59 – **30 October 2020**. Please put **Project Officer – RFSC** in the title of the email. Please note that only short-listed candidates will be contacted.

### More about us:

[www.cemr.org](http://www.cemr.org)

[www.rfsc.eu](http://www.rfsc.eu)

*CEMR is an equal opportunity employer.*

### 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.