



VACANCY NOTICE

PROJECTS LEAD

THE COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS (CEMR)

ABOUT CEMR

The Council of European Municipalities and Regions is the first and the broadest European association of Local and Regional Governments. We uniquely bring together 60 national associations of Local and Regional Governments from 41 European countries, representing over 110,000 governments across all tiers of governance – local, intermediate, and regional.

Our mission is to empower Local and Regional Governments to lead the transformation of their communities towards Europe 2050 and address global challenges. Achieving this goal requires strengthening our relationships with member associations and rethinking our engagement strategy through statutory meetings, strategic events, and effective communication.

WHY WORK FOR CEMR?

As part of the CEMR your work will have an impact in strengthening the relationship between Local and Regional Governments and the European Union, contributing to co-shaping European legislation and localising the Sustainable Development Goals (SDGs).

By joining CEMR, you will integrate a multicultural, dynamic, and collaborative team based in the heart of Brussels.

CEMR offers an attractive remuneration package, career progression opportunities, and a positive and supportive work environment.

ABOUT THE ROLE

The Projects Lead will oversee, implement and expand our **Twinning & Partnership Building** portfolio to achieve the CEMR impact goal - society, currently including flagship programmes such as the [Bridges of Trust \(BoT\)](#) and [Twinning](#).

This is an exciting opportunity for someone with strong project management and coordination skills, a result-driven professional with a passion for promoting and

fostering partnerships amongst local governments and for driving impactful programmes.

The successful candidate will play a pivotal role in strengthening CEMR's projects and programmes to foster collaboration and sustainable partnership among local and regional governments across Europe, enabling them to learn, exchange, and work together on specific challenges they face.

The Projects Lead's role will be instrumental for expanding projects and the organisation's network, securing resources to support impactful programmes, and building partnerships that advance sustainable development and effective governance at all levels.

The Projects Lead reports to the Director of Projects & Programmes.

MAIN RESPONSIBILITIES

- Plan and coordinate the implementation of activities with team members within the Twinning & Partnership Building portfolio.
- Build and nurture relationships with members, donors and other stakeholders to strengthen and expand cooperation and partnerships delivering on current commitments.
- Drive the development of new projects to expand the Twinning & Partnership Building portfolio.
- Internally, coordinate and streamline the work of the "Twinning and Partnership Building" team.
- Work closely with the CEMR colleagues across teams (Communications, the Policy Team, Platforma, Finance/ Administration, and HR) to achieve results.
- Draft and deliver high quality project related narrative and financial reports, the later in cooperation with the Finance/Administration team.
- Perform related duties as assigned by the Director of Programmes & Policies;

KEY COMPETENCIES

- Strategic Thinking and Planning
- Stakeholder Engagement and Relationship Building
- Project Management and Execution
- Fundraising and Resource Development
- Analytical, Problem Solving and Decision Making
- Effective Communication and Presentation Skills
- Adaptability, Resilience, and Results-Oriented
- Team Work

REQUIREMENTS

- A university level of Master's degree in International Cooperation, Political Science, Public Administration, Project Management or similar.
- At least 5 years of professional experience managing and developing projects in the areas of twinning and international municipal cooperation.
- Excellent verbal and written communications skills, including ability to effectively communicate with internal and external partners and stakeholders.
- Experience in grant proposals writing & fundraising.
- Solid experience in dealing with budget monitoring and management, with ability to anticipate and address possible over and under spending.
- Excellent computer proficiency (MS Office – Word, Excel, PowerPoint, Outlook and Teams, Google Office – Docs, Sheets, Slides, Forms).
- Ability to work under pressure and meet deadlines, while maintaining a positive and cooperative attitude.
- Excellent team player, with ability to work independently, prioritise tasks effectively, and thrive in a dynamic, fast-paced environment.
- Excellent coordination and negotiation skills.
- Languages required: English as principal working language. A working knowledge of French and other European languages are an asset.

CAPABILITIES

We are in search of talents that exemplify a fusion of attitudes, skills, and behaviours deeply rooted in our key **core capabilities**. This involves the ability to **lead**, steering endeavours by going the extra mile, **influence** by adeptly building relationships with stakeholders amidst diverse perspectives and interactions, **impact** through outcome orientation, and **inspire** by evoking positive responses, motivation, and by fostering constructive reactions.

OUR OFFER

We offer a one-year fixed-term contract, with the possibility of converting it into an open-ended contract based on performance and funding available. The role includes a competitive salary package, legal holidays, a teleworking policy, medical insurance, and other benefits.

The employment contract is contingent upon the signing of the project agreement with the donors.

APPLICATION PROCESS

Interested candidates are invited to send their application, including a CV and a cover letter before the 14th of March 2025, at midnight, to application@ccre-cemr.org with 'Project Lead' in the subject line.

CEMR is an equal opportunities employer, fostering an inclusive workplace where every individual is valued and can thrive.