

VACANCY NOTICE

ADVISER – POLICY AND ADVOCACY, PLATFORMA

**Fixed term contract, starting as soon and possible,
with ending date on 31 August 2026**

PLATFORMA

PLATFORMA is a pan-European coalition of local and regional governments and their representative associations, all active in decentralised cooperation. It gathers 26 partners. The lead partner is the Council of European Municipalities and Regions (CEMR).

THE COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS (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.

Are you the right person to help us to deliver on our ambitions?

WHY WORK FOR THE 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

You will be responsible for monitoring of policy and legislative developments in the field of EU external action (financing instrument NDICI – Global Europe and its programming and implementation, territorial approach to local development, EU-AU / EU-CELAC relations, aid effectiveness, innovative financing) and advocacy towards EU institutions to include the role of and the opportunities for local and regional governments. You will be also responsible for monitoring of project partners' activities. You will report directly to the Director of PLATFORMA.

MAIN RESPONSIBILITIES

- **Policy:** contribute to conceptual and strategic reflections on issues and advise on the development sector; draft position papers, briefings, speeches, amendments, articles, and other documents; contribute to research and publications on issues relevant to evidence-based advocacy.
- **Advocacy & networking:** lobby EU institutions to include the role of and opportunities for local and regional governments in the EU development policy and financing instruments; be the contact point for EU institutions and other stakeholders regarding EU external action.
- **Representation of PLATFORMA** at the Policy Forum on Development: actively contribute to the Task Team and the overall work of the PFD together with the director of PLATFORMA and support the secretary general of CEMR as co-chair of the PFD for local authorities; represent PLATFORMA at relevant meetings and conferences in Brussels and occasionally abroad; facilitate the participation of members in events of the European institutions.
- **Monitoring of partners' activities:** ensure smooth communication with relevant project partners; monitor closely the progress of partners' activities in line with the foreseen budget; support project partners in the delivery of their own activities.

MAIN REQUIREMENTS

- A master's degree in international relations, political science, development studies or related field.
- At least four years of experience of policy, advocacy and project management related to development cooperation
- A solid understanding of the role as well as the functioning of local and regional governments in the field of international cooperation.
- Fluent (written and oral skills) in English and another official EU language; a working knowledge of French is an asset.

- An outstanding knowledge of the European Union policy-making and decision-making processes.
- Availability to travel, if necessary, in Europe and/or internationally.

KEY COMPETENCIES

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

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

For this position, we offer a fixed-term contract, starting as soon as possible, and ending on the 31st of August 2026, with a possibility to extend based on performance and funding available.

A competitive salary package including the 13th month of salary, legal and extra-legal holidays, a teleworking policy and teleworking allowance, holiday allowance (as per Belgian legal framework), lunch vouchers, eco-vouchers, medical insurance, and coverage of the public transport.

Our Brussels-based office is a vibrant and diverse hub, where enthusiasm and passion drive our collaborative efforts. Embracing diversity, we foster an inclusive environment that reflects the richness of ideas and perspectives.

APPLICATION PROCESS

Interested candidates are invited to send their application, including a CV and a cover letter **in English** before **Friday 06 June 2025 at midnight**, at application@ccre-cemr.org, with in the subject: "Adviser – Policy and Advocacy at PLATFORMA".

Every application sent receives our dedicated attention as we believe in giving each candidate the consideration they deserve. We are an equal opportunities employer and an inclusive workplace where every individual is valued and can thrive!