

## VACANCY NOTICE

### POLICY OFFICER

#### AREAS OF WORK: CLIMATE AND ENERGY

#### ABOUT THE COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS (CEMR)

CEMR is the largest and first organisation of local and regional governments working on building a more inclusive, just, and resilient Europe by unlocking the power of local democracy. We endeavour to become the main network of territorial leaders with a vision to ensure local and regional governments are best equipped to drive the transitions of their communities towards Europe 2050 and address global challenges. This requires strengthening the relationships with our member associations, rethinking the way we engage with our community through statutory meetings and strategic events.

#### WHY WORK WITH CEMR

- CEMR aims to foster a closer relationship between local and regional governments and the European Union and other international institutions, working as a reliable partner to co-shape European legislation and localise the Sustainable Development Goals.
- We work to strengthen city-to-city and region-to-region cooperation to increase knowledge-sharing opportunities and capacity-building.
- By joining the CEMR you will integrate a multicultural, dynamic, and collaborative team of 40+ people based in Brussels.
- CEMR offers an attractive remuneration package and career progression opportunities.

#### ABOUT THE ROLE

The Policy Officer is responsible for contributing to the development and implementation of the organisation's policy and advocacy work, while also actively supporting the design, development, and delivery of EU-funded projects and initiatives.

The role focuses on analysing policy and legislative developments, drafting and coordinating policy positions and advocacy outputs, engaging with EU institutions and key stakeholders, and ensuring that policy priorities are effectively translated into concrete actions, projects, and partnerships.

It entails engaging with the CEMR members to collect priorities and inputs, support the work of the expert group, collaborate with the rest of the policy team on related and transversal topics.

The Policy Officer also works closely with internal teams and external partners to support project development, implementation, monitoring, and reporting, in line with grant agreements, donor requirements, and organisational procedures. Hence, the role combines policy work with a practical, project-oriented approach, contributing to organisational impact beyond policy and advocacy and supporting the achievement of strategic objectives.

**Areas of work include** Climate, Energy, and other evolving priorities in-line with organisational strategy and mandate.

The Policy Officer reports to the Director of Policy and Impact.

### MAIN RESPONSIBILITIES INCLUDE

- Managing policy and legislative work on climate and energy, including adaptation, renewable energy, energy efficiency, and building renovation.
- Engaging with the CEMR members to collect priorities and inputs, supporting the work of the expert group on climate and energy.
- Planning and delivery of advocacy actions towards EU institutions and other relevant bodies.
- Drafting of policy documents such as position papers, briefings, amendments, and research contributions.
- Development, implementation, and support to EU-funded projects, including contribution to project design and proposal preparation, in cooperation with the Projects & Programmes team.
- Preparation of narrative and activity reports
- Communication and dissemination of results and organisational impact through events and publications.
- Identification and development of new initiatives, partnerships, and cooperation opportunities linked to policy priorities.
- Coordination with internal teams to ensure alignment between policy, projects, and communication activities.
- Contribution to organisational strategy by linking policy objectives with project and funding opportunities.
- Carrying out additional tasks as required by supervisors.

## GENERAL REQUIREMENTS

- A master's degree from a university in a relevant field such as Political Science, Climate, Energy, Environment, Urban Planning.
- A minimum of 2-3 years of prior experience in a similar role.
- Solid understanding of EU policies related to climate and energy, with knowledge of environmental policies is considered an asset.
- A demonstrated history in advocating key issues towards the EU institutions, building relationship and organising high-level events across various formats.
- A proven track record of supporting local and/or regional authorities in their energy and climate transitions.
- Knowledge and experience in project design and project implementation tools
- Ability to grasp technical issues and communicate them effectively to a broader audience.
- Proficiency in Microsoft Office and familiarity with social media platforms.
- Excellent written and verbal communication skills in English, along with a strong proficiency in French.
- Capability to establish and maintain positive relationships with both internal and external stakeholders.
- Teamwork approach, solution-oriented mindset, with strong organisation and planning skills.

## 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 initially a **one-year fixed term contract to be transformed to an open-ended contract, based on performance evaluation**. A competitive salary package including the 13<sup>th</sup> 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 before the **27 of February 2026**, at [application@ccre-cemr.org](mailto:application@ccre-cemr.org), with in the subject: **“Policy Officer”**.

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!