

VACANCY NOTICE

POLICY ADVISER, PLATFORMA

COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS

ABOUT PLATFORMA

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

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

As a Policy Adviser 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, including the EU Global Gateway strategy, 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 also be responsible for monitoring project partners' activities. You will report directly to the Director of PLATFORMA.

MAIN RESPONSIBILITIES INCLUDE

- **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 its 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 the progress of partners' activities in line with the foreseen budget; support project partners in the delivery of their own activities.

GENERAL REQUIREMENTS

- A master's degree in international relations, political science, development studies or related field.
- At least four years of experience in policy, advocacy and project management related to development cooperation.
- A solid understanding of the role and functioning of local and regional governments in 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
- Flexibility, 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 **an initial short-term contract, starting as soon as possible and ending on 31 December 2026, with the possibility of extension based on performance and available funding.**

A competitive salary package (54k - 75k gross per year, depending on experience and background), 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 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 **Wednesday, 2 September 2026 at midnight**, at application@ccre-cemr.org, with the subject: "Policy Adviser, PLATFORMA".

Every application 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.