VACANCY NOTICE

PROJECT OFFICER

AREAS OF WORK: INCLUSIVE SOCIETIES AND LOCAL DEMOCRACY

ABOUT THE COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS (CEMR)

CEMR is the largest and first organisation of local and regional governments, working to build 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 relationships with our member associations and rethinking how 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 Project Officer is responsible for the operational management and delivery of projects, ensuring that activities are planned, implemented, monitored, and reported in line with

grant agreements, donor requirements, and organisational procedures. The role focuses on coordinating day-to-day project activities, working closely with partners and internal teams, supporting reporting and compliance processes, and contributing to communication and dissemination of results. The Project Officer ensures that projects run efficiently, meet deadlines and quality standards, and achieve their intended objectives.

Areas of work include: Cities4Inclusion programme, which supports local governments in delivering actions on migration, social inclusion, inequalities and gender equality.

The role focuses on migration, social inclusion, equality and democratic participation, with particular responsibility for the implementation of transnational activities and policy development in the fields of Global Citizenship Education (GCE), local democracy, and civic participation.

The Project Officer reports to the Director of Programmes & Projects.

MAIN RESPONSIBILITIES INCLUDE

- Planning and implementation of projects and programme activities
- Monitoring progress and ensuring quality delivery of outputs
- Preparation and contribution to narrative and financial reporting
- Coordination and collaboration with internal teams across the organisation
- Management and strengthening of relationships with external stakeholders and partners
- Ensuring compliance with grant agreements, donor requirements, and organisational procedures
- Communication and dissemination of project results and organisational impact
- Contribution to organisational strategy, objectives, and development of initiatives
- Performing additional duties and responsibilities as assigned by supervisors

GENERAL REQUIREMENTS

- A university-level master's degree in Migration Studies, Human Rights, Social Sciences, Global Citizenship and Development, Political Science, Public Administration, European Studies, International Relations, or a related field;
- At least three years of professional experience in managing, implementing, monitoring and reporting on projects in the areas of global citizenship and development, local democracy, gender equality and non-discrimination, social inclusion and cohesion.
- Excellent written and verbal communication skills, with the ability to communicate effectively with internal teams and external partners and stakeholders.

- Strong computer literacy and confidence in using standard office and collaboration tools.
- Ability to work under pressure and meet deadlines while maintaining a positive, collaborative, and professional attitude.
- Ability to work independently, take initiative, and manage assignments in line with agreed objectives and priorities.
- Languages: English as the principal working language; a working knowledge of French is a strong 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

For this position, we offer initially a **one-year fixed term contract, at 80% time, to be extended to additional 3 years, fixed-term contract, based on performance evaluation**. 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 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.

Applicants must note that the position is currently subject to the approval of project funding and the signature of the Grant Agreement with the donor. The employment contract will be issued once the funding agreement has been formally concluded. The indicative starting date is January 2027.

APPLICATION PROCESS

Interested candidates are invited to send their application, including a CV and a cover letter, before **11 of December 2026** at application@ccre-cemr.org, with in the subject: **"Project 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!

