VACANCY NOTICE

PROJECT LEAD

AREAS OF WORK: MIGRATION, INCLUSION & SOCIAL COHESION

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 Lead manages projects that strengthen the capacity of local and regional governments to promote inclusive and cohesive communities.

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 migration and inclusion.

Working closely with project partners, external stakeholders and CEMR teams, the Project Lead ensures the effective delivery of projects and their contribution to CEMR's strategic objectives.

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

MAIN RESPONSIBILITIES INCLUDE

A key responsibility is the implementation of the **Cities4Inclusion programme**, which supports local governments in delivering Global Citizenship Education (GCE) initiatives on migration and inclusion through sub-granting and transnational cooperation across Europe.

The Project Lead oversees the full programme cycle, including planning, implementation, monitoring and reporting. The role involves coordinating project activities, managing relationships with external partners and stakeholders, while ensuring effective collaboration across CEMR teams.

The Project Lead also contributes to other projects and initiatives in line with CEMR's strategic priorities and evolving organisational needs.

PLANNING, IMPLEMENTATION, REPORTING

- Plan project activities and monitor implementation regularly;
- In cooperation with other team members, deliver on the foreseen activities.
- Work closely with the Project Officer to integrate and deliver activities on GCE, local democracy and civic participation.
- Animate the Expert Group on Migration and Inclusion, fostering knowledge exchange and policy development, while creating synergies between the Expert Group's work and projects;
- In cooperation with the Communications team, disseminate project results by means of events and communication tools.
- Draft and deliver the progress and final reports in cooperation with the Grant Management Unit and Finance/Administration team;

DEVELOPMENT

- Create synergies and maintain great relationships with relevant stakeholders, potential project partners and donors;
- Develop new projects and programmes with relevant team members in CEMR and external donors /stakeholders;

COOPERATION

- Cooperate with colleagues contributing to the project from the Grant Management Unit, Communication, Finance/ Administration, HR and Policy Team;
- Cooperate and create synergies with colleagues from the Projects and Programmes team;
- Cooperate with the Statutory Affairs Officer in preparing information on the project for Statutory meetings;

OTHER

- Perform related duties as assigned by the supervisor;
- Maintain compliance with all company policies and procedures.

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 five years of professional experience in project management, including project development, implementation, monitoring and reporting, in the areas of migration, integration, equality and non-discrimination, social inclusion and social cohesion.
- Excellent verbal and written communication skills, including the ability to effectively communicate with internal and external partners and stakeholders.
- Excellent computer proficiency (MS Office – Word, Excel, PowerPoint, Outlook and Teams, Google Office – Docs, Sheets, Slides, Forms) and familiarity with online communication tools (Zoom, Webex, etc.).
- Ability to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary member service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Languages required: English as principal working language. A working knowledge of French is a valuable 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 fostering constructive reactions.

OUR OFFER

For this position, we offer **an initial contract of 1 year, with a possibility to extend for further 3.5 years, 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 Lead"**.

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!