



VACANCY NOTICE

PROJECT OFFICER – SOCIAL DIALOGUE

THE COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS (CEMR)

ABOUT CEMR

CEMR is the first and broadest European association of Local and Regional Governments, uniquely bringing together 60 national associations from 41 countries. Representing over 110,000 governments across all levels, CEMR is committed to empowering communities to meet global challenges and transition toward Europe 2050.

ABOUT THE ROLE

CEMR seeks a Project Officer to implement activities related to the project “Local and Regional Government Social Dialogue Capacity Building” funded by Directorate-General for Employment, Social Affairs and Inclusion of the European Commission.

The project aims to strengthen social dialogue capabilities in Eastern European countries, candidate countries, and Southern European islands. Current disparities in engagement create an uneven playing field across the EU, hindering cohesive and effective social dialogue initiatives. The project seeks to promote effective social dialogue at both national and EU levels by identifying common objectives and fostering commitment to achieving meaningful outcomes for the benefit of all.

The role involves coordinating, planning, implementing, monitoring, and reporting on project activities. The successful candidate will work closely with external partners and with the CEMR Projects and Programmes team to deliver on the grant objectives, and will play a pivotal role in fostering collaboration between the project stakeholders, partners and beneficiaries.

For more information about CEMR's work and past projects in the field, please consult CEMR website: <https://ccre-cemr.org/labour>.

The Project Officer will be working under the supervision of the CEMR Director of Projects and Programmes, while working very closely with the CEMR Policy Officer in the field of Employment, Digitalisation and Public Services.

TASKS & RESPONSIBILITIES

- Plan, implement and monitor the delivery of the project activities.
- Ensure compliance with grant agreements and align project objectives with donor requirements.
- Coordinate, build and strengthen partnerships with stakeholders, project partners, beneficiaries, and donors.
- Cooperate with internal teams, including Communications, Human Resources, and Policy, to create synergies and effectively deliver results.
- Prepare narrative and financial reports in collaboration with the CEMR team on Finance and Administration.
- Provide support to CEMR Statutory Affairs team for presenting project information during key meetings.
- Design and develop new initiatives in alignment with organisational goals.
- Perform related duties as assigned by the Director of Projects and Programmes.

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.*

MAIN REQUIREMENTS

- A Master's degree in a relevant field such as Political Science, Public Administration, or Project Management.
- A minimum of two years of professional experience in the fields of social dialogue and/or industrial relations.
- 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).
- 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.
- Languages required: English proficiency and at least one additional language being French or German.

KEY COMPETENCIES

- Outcome Oriented
- Effective Communicator
- Resilient Problem-Solver
- Team Player

OUR OFFER

For this position we offer initially a one-year fixed term contract (80%) to be transformed to an open-ended contract, based on performance evaluation and funding available.

A competitive salary package including the 13th month of salary, legal and extralegal holidays, a teleworking policy and teleworking allowance, holiday allowance (as per Belgian legal framework), lunch vouchers, echo 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.

The employment contract is contingent upon the signing of the project agreement with the donors.

APPLICATION PROCESS

Interested candidates are invited to send their application, including a CV and a cover letter before February 21, 2025 at midnight to application@ccre-cemr.org, with 'Project Officer - Social Dialogue' in the subject line.

CEMR is an equal opportunities employer, fostering an inclusive workplace where every individual is valued and can thrive.

