



PLATFORMA
The European voice of **Local** and
Regional authorities for development



PLATFORMA
La voix européenne des Autorités **Locales**
et **Régionales** pour le développement

APPLICATION PACKAGE

FOR THE POSITION OF

ADMINISTRATIVE ASSISTANT

FOR

PLATFORMA

**The European platform of local and regional authorities
for development**

Deadline for applications 16th March 2014

Brussels, March 2014

The Council of European Municipalities and Regions
is recruiting an
ADMINISTRATIVE ASSISTANT FOR PLATFORMA

CEMR¹, together with 23 other local, national, European and international level partners, established a platform to give a voice to local and regional authorities (LRAs) involved in development cooperation: PLATFORMA² (www.platforma-dev.eu).

This platform was launched in November 2008 during the European development days held in Strasbourg under the French Presidency of the EU.

CEMR provides secretariat services for PLATFORMA, which receives European Commission support under a contract, and whose purpose is to coordinate and represent the voice of European LRAs active in development cooperation.

CEMR office is recruiting a bilingual, polyvalent administrative assistant to support PLATFORMA's Secretariat. The post is based in Brussels. He/she will work under the direction of the Coordinator of PLATFORMA and in strong cooperation with the other colleagues of PLATFORMA and the department of finances of CEMR. He/she will work on a bilingual French/English basis and facilitate cooperation between the PLATFORMA secretariat and Partners in the following ways.

- **Job description**

The Assistant is expected to provide support to the PLATFORMA Secretariat in managing the tasks listed in a detailed manner below, which contain organisational as well as content-related elements. Good communication skills and a team-oriented way of working are prerequisites for this post.

We are therefore looking for a person who has strong organisation and communication skills, interested in working in a multi-cultural environment, motivated to contribute proactively in strengthening our services, and able to work in both ways: autonomously and in a team.

The assistant is expected to assist and support the PLATFORMA Secretariat and provide efficient and effective administrative services. He/she will report to the PLATFORMA Coordinator.

¹ Founded in 1951, the **Council of Municipalities and Regions of Europe** is the main association representing local and regional authorities in Europe. Its members are national associations, which are for the most part large national associations of local and/or regional authorities – see www.ccre.org

² PLATFORMA brings together the following organisations: CEMR, United Cities and Local Governments (UCLG), Commonwealth Local Government Forum, International Association of French-Speaking Mayors (AIMF), Conference of Peripheral Maritime Regions (CPMR), Association of European Border Regions (AEBR), German Section of CEMR (RGRE), Association of Flemish Cities and Municipalities (VVSG), French Association of CEMR (AFCCRE), Cités Unies France (CUF), Spanish Federation of Municipalities and Provinces (FEMP), Association of Basque Local Authorities for international cooperation (Euskal Fondoa), International Cooperation Agency of the Association of Netherlands Municipalities (VNG International), Italian Association of CEMR (AICCRE), Latvian Association of Local and Regional Governments (LALRG), Romanian Municipalities Associations (AMR), Swedish Association of Local Authorities and Regions (SALAR), Region of Tuscany, Province of Barcelona, Region of Catalonia, City of Paris, Greater Lyon, Nantes Metropole, Region of Provence-Alpes-Cote d'Azur.

- **Main tasks and responsibilities**

- General administrative tasks & follow up of procedures, including reimbursement of expenses, collecting invoices, purchase orders, copies, telephone/reception...;
- Keep abreast with and ensure the fulfilment of relevant EC administrative and financial guidelines for ongoing projects
- Support in financial follow up of ongoing EC funded projects
- Lead and/or support preparation and organisation of international events
- Ensure the follow-up of the events (e.g. dissemination of documents and presentations, thanking external speakers, etc.);
- Support organization of PLATFORMA statutory meetings as well as other internal and external meetings
- Translation of documents and e-mails from and into English and French;
- Making travel arrangements for the PLATFORMA team and partners (. travel, hotels, maps and guidance where to find the meeting place, etc.);
- Support in communication with partners;
- Support PLATFORMA information management process
- Maintaining database of partners, sectorial events calendar and creating new ones
- Supporting External Communication process (PLATFORMA website) if needed
- Contribute to the management of projects in which the team is involved; Support PLATFORMA team members in regular day to day tasks

Additionally, the post holder may be asked to undertake such other tasks as may reasonably be required.

- **Required qualifications**

- **Qualifications and experience**

- Experience in Office Administration and Management;
- Mother tongue level in either French or English with complete fluency in the other language. Knowledge of a third language is a plus;
- Excellent level of Microsoft Office suite, good practical knowledge of internet
- Experience in organisation of international events and meetings;
- Experience in managing communication with diverse stakeholders
- Experience in logistics & travel arrangements;
- Experience in financial follow up of projects
- Experience in preliminary follow up of office expenses desirable
- Good writing skills are a plus

- **Skills and competences**

- Excellent organisation, office management and people skills
- Positive Attitude and Team player;
- Ability to take initiative and work autonomously if needed;
- Interest and ability to work in an international and multi-cultural environment;
- Ability to prioritise and work under stress;
- Motivation to contribute to improving PLATFORMA work ;
- Flexibility to adapt to new responsibilities & challenges
- Availability for travelling within and outside Europe

- **Main terms and conditions of employment**

The full terms and conditions will be set out in a contract made on the basis of Belgian law with the successful candidate. The following summarises some of the main points:

- **Location**

The position is based in Brussels; Square de Meeûs 1, 1000 Brussels.

- **Duration**

The proposed contract is a 1-year-contract, covering the period from 1st April 2014 to 31st March 2015. A contract extension is possible according to further programmes that may be co-financed with the EU.

- **Salary**

The annual gross salary for this position will be around 36.000 euros (annual gross salary).

- **Hours of work**

The job is for 38 hours per week (5 days), with normal office hours being from 9:00 to 18:00 (from Mondays to Thursdays); 9:00-16:00 (on Fridays). Some flexibility in working hours will be required.

- **Holidays**

Employees are entitled to 25 days of paid holidays per year, in addition to public holidays, as well as a week off between Christmas and New Year's Day and extra days for long weekends as determined by the Secretary General.

- **How to apply for this position**

To apply for this position, send your CV and cover letter in English and/or French, including most recent salary, to application@ccre-cemr.org.

Applications should be sent as soon as possible, and **no later than 16th March 2014**.

Selected candidates will need to attend interviews in Brussels. Interviews will be organised on an on-going basis as per reception of the applications.