



Job offer
“Projects & Policy Officer”
for the CPMR Intermediterranean Commission

Job Description

Position title: Projects and Policy Officer

Position status: 1 year fixed contract (under Spanish provisions) with possibility to be renewed. Ideal start: beginning of January 2019 (desirable 2nd week).

Gross annual Salary: between €36,000 and €40,000 per year to be defined according experience) + Benefits

Profile: 3 to 5 years minimum experience in EU cooperation projects/programmes (especially territorial cooperation) Skilled, autonomous and very dynamic person with high predisposition to team work in a multilingual context.

Location: Barcelona

Reporting arrangements: This position reports to the Executive Secretary of the Intermediterranean Commission of the CPMR.

Deadline for application: 4th December 2018 at 12.00am. CET

I. Presentation of the organization

The Conference of Peripheral and Maritime Regions of Europe (CPMR - www.cpmr.org) is a network of 160 Regional authorities from 28 States (from the EU and its Neighborhood). It operates both as a think tank and as a lobby for Regions, being a unique organisation subdivided into six Geographical Commissions corresponding to the EU maritime basins. The CPMR covers three main domains - maritime affairs, cohesion and accessibility – but is also active on other related policies (e.g. Climate, Migration, among others).

The CPMR Intermediterranean Commission (IMC <https://cpmr-intermed.org>) is one of these six Geographical Commissions. It gathers around 44 Member Regions from 9 different EU members states and other countries from the Neighborhood South. The IMC focuses on the development of the Euro-Mediterranean dialogue and territorial cooperation, concentrating its efforts on Transport and Integrated Maritime Policy, Economic and Social Cohesion, Water and Energy, Territorial cooperation and Macro-Regional Strategies, also mobilizing partners from the southern rims of the basin. The CPMR IMC is currently involved in several [EU cooperation projects](#) with its regions and territorial partners. The IMC Secretariat is fully integrated in the CPMR General Secretariat and has a small team working from Barcelona, Marseilles and Rennes.

Conference of Peripheral Maritime Regions of Europe - Conférence des Régions Périphériques Maritimes d'Europe

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II. Job Summary

The Projects & Policy Officer will be working in the framework of the Intermediterranean Commission and its team, particularly supporting the drafting and implementation of EU cooperation projects. The position will also foresee the support to the related CPMR-IMC day-to-day activities.

Main responsibilities

- Ensure the smooth running of the cooperation projects that will be assigned to this position and related activities
- Relate efficiently with team members, projects partners and other parties
- Report to and constantly coordinate with the CPMR-IMC Executive Secretary and Policy-Programme Officers on the development of projects' activities;
- Report to the CPMR financial department on projects' budget elaboration and implementation
- Actively support the connection between the projects related activities and the overall CPMR-IMC action contributing to its advocacy efforts and improving relation with member regions.
- Monitor funding opportunities in the IMC areas of interest and contribute to new project drafting;
- Represent the CPMR-IMC during external events, organised by projects partners and funders mainly, as necessary;

III. Tasks and duties

The above activities will involve the following tasks:

- Contribute to the coordination and daily implementation of current cooperation projects (mainly funded by Interreg MED) on sustainable tourism, energy efficiency, blue growth and innovation, biodiversity protection, among others
- Support the identification of calls for proposals that are strategic to the CPMR-IMC activities (WGs etc.) and to the drafting of specific new projects applications
- Report to the Executive Secretary, team and membership through periodical or ad hoc briefing notes and updates
- Monitoring the activities of European and Euromed institutions in relevant fields;
- Liaising, as necessary, with CPMR-IMC Members, partners and representatives from the EU Institutions to capitalise on the projects
- Frequent travel within Europe and Mediterranean will be required.

IV. Qualifications and skills required

- **A Master's degree** in a relevant field (European or Mediterranean affairs, International relations, Territorial and or decentralized cooperation, Project management, Maritime affairs etc.);
- **At least 3-5 years of experience in EU cooperation programmes/projects**, especially territorial cooperation, with a focus on Interreg (e.g. Interreg MED, Marittimo, etc.) among other programmes of interest (ENI CBC MED, Europeaid, H2020 etc.).
- **Knowledge of territorial (and decentralised) cooperation dynamics** and on the functioning of territorial cooperation programmes in particular is key;
- **Previous experience** (including project or programme management) **for - or in close relation - with local and regional authorities** will be especially valued;
- **General knowledge of one or several EU and Euro-Mediterranean policies** dealt within the CPMR-IMC global action plan will be a plus;
- **Specific knowledge or previous experience of one or several of the following thematic fields will be an asset:** maritime affairs (sustainable maritime and coastal tourism, marine renewable energies, blue skills and biodiversity protection); energy efficiency in buildings.
- **Proficiency in English** is essential (C1 level **at least**) sanctioned by a diploma/test evaluation or proven years of experience with the language;

- **Good level of French and/or Spanish (B2 level at least);**
- **Knowledge of any other Mediterranean language** will be an asset;
- **Strong interpersonal skills, diplomacy, resilience, autonomy and sense of responsibility** in task delivery, dynamism and high predisposition for team work in a multilingual context;

V. Location

The position is based in **Barcelona**, at the premises of the Catalan government (CPMR IMC delegation in Barcelona).

VI. Terms of recruitment

The position is offered as **one-year contract, with possibility to be renewed once or twice**. Ideal start: beginning of January 2019 (desirable 2nd week).

How to apply

Please send an email with the subject: "***Application Projects and Policy Officer - CPMR Intermediterranean Commission***" to the **evaluation committee email imcjob@crpm.org**, including the following documents:

- your **CV** (3 pages max, detailing the experience in EU cooperation projects),
- a **brief cover letter in English** (1-2 pages max.)

Candidates could (it is not compulsory) send **recommendation letter(s)** from a previous job/position(s) related to this offer (or to give references/contacts of previous employers).

Please note that **only shortlisted candidates will be contacted** for an interview.

NB: interviews – **for shortlisted candidates only** – will take place from the **10th to the 21st December indicatively** in Barcelona or by Skype, based on the availability of the selection committee and the candidates.