# Job Opportunity

## Policy Officer (Maritime Affairs and relations with the European Parliament)

<table>
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<tr>
<th>JOB TITLE</th>
<th>Policy Officer (Maritime Affairs and relations with the European Parliament)</th>
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<tr>
<td>GENERAL DESCRIPTION OF THE JOB</td>
<td>To support the work of the CPMR on maritime affairs and its role as secretariat of the Seas, Rivers, Islands and Coastal Areas Intergroup in the European Parliament</td>
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<tr>
<td>EMPLOYEE'S POSITION IN THE ORGANISATION</td>
<td>This position reports to the Director responsible for Maritime Affairs and Climate</td>
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<tr>
<td>LOCATION</td>
<td>Brussels</td>
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<tr>
<td>TYPE OF CONTRACT</td>
<td>Permanent contract</td>
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<tr>
<td>DEADLINE TO APPLY</td>
<td>31 March 2023 at 23.59 (CET)</td>
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<td>INTERVIEWS</td>
<td>Early April</td>
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<tr>
<td>STARTING DATE</td>
<td>As soon as possible</td>
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<tr>
<td>SALARY</td>
<td>€30-35K (gross annual salary) depending on experience</td>
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1. Job summary

The Policy Officer will divide her/his time between the following:

1- Working within the Maritime Affairs team of the CPMR General Secretariat, the Policy Officer will provide key assistance to the Director responsible for Maritime Affairs. S/he will support him in his daily activities to represent CPMR Member Regions on EU Maritime Affairs.

2- S/he will provide support and animate the Secretariat of the European Parliament Intergroup on Seas, Rivers, Islands and Coastal Areas (SEArica).

This will initially be carried out together with the Director responsible for Maritime Affairs, with a view to taking full responsibility for this over time (50%).

2. Main responsibilities

In relation to supporting activities related to Maritime Affairs:

- To provide policy support to the CPMR maritime team on specific areas to be agreed with the CPMR Director responsible for Maritime Affairs;
- To contribute to the lobbying efforts of the Conference of Peripheral Maritime Regions (CPMR);
- To represent and communicate the positions of the CPMR on Maritime Affairs to the EU institutions, and the European Parliament;
- To attend and report on external events, organised by European institutions or by CPMR Member Regions;
- To take responsibility for organising conferences and seminars in line with the CPMR work programme for Maritime Affairs.

In relation to supporting the SEArica Intergroup:

- To coordinate the SEArica Intergroup and contribute to the organisation of events in line with the objectives and aspirations of the SEArica Intergroup;
- To manage the Intergroup website and communications;
- To support the CPMR Geographical Commissions and Directors in terms of their contact with the European Parliament, in line with the activities of the Intergroup.

3. Tasks & duties

The above activities will involve the following tasks:

- Preparation of briefing notes and updates for the benefit of CPMR Members;
Liaising with CPMR Members and representatives from the European Commission, European Parliament and Council as and when necessary and under the supervision of the Director;

Represent the CPMR at Brussels-based events of relevance to Maritime Affairs;

Organise meetings and events under the supervision of the Director;

Contribute to the communications activities of the CPMR.

4. **Qualifications and skills required**

- A very high level of proficiency or native level of fluency in English is an essential prerequisite;
- Proficiency in at least another European language (particularly French) is a strong asset;
- A university degree in a relevant field;
- At least one year’s experience of EU affairs, preferably working with local and regional governments;
- Knowledge and personal interest in EU Maritime Policies is a strong asset.

5. **DESIРABLE PERSONAL SKILLS | As a person, we expect that you have/are:**

- Event organisational skills;
- Diplomacy skills and an understanding of different cultural contexts, able to respect and embrace the different working cultures represented within the membership of the CPMR;
- Strong interpersonal skills, resilience, autonomy and sense of responsibility in task delivery: a team player who understands the importance of teamwork, with a ‘can-do’ attitude;
- Strong analytical skills and an ability to weigh the various interests against an overall view and manage multiple tasks simultaneously;
- Communication skills, particularly relating to social media;
- A skilled networker able to build and maintain strong professional relationships and chorale stakeholders around a course;
- Politically astute, and able to adapt language and approach to manage unexpected and complex or politically sensitive situations;
- Able to operate effectively in a fast-paced, politically charged environment. Able to manage stress.
- Able to respect hierarchy and deadlines, and to prioritise and manage time effectively.
6. Location

The position is based in Brussels.

7. Terms of recruitment

The position is offered as a permanent contract.

APPLICATION PROCEDURE

The application should be sent to jobs@crpm.org by the 31 March 2023 at 23.59 (CET), including a cover letter in English and your CV, and specify “Policy Officer EP&Maritime” in the email subject. Interviews are planned to take place in early April in Brussels and/or online. A written test will also be foreseen.

FOR MORE INFORMATION

If you require further information on the position and tasks you are welcome to contact:

- Giuseppe Sciacca, giuseppe.sciacca@crpm.org
- Emmanuel Maniscalco, emmanuel.maniscalco@crpm.org

DISCLAIMER

Please note that applications documents (CVs, cover letters and contact details) will be kept for a period of two years after the end of the selection process, in case other opportunities may arise. Please let us know if you disagree. Your documents will be deleted immediately.
The Conference of Peripheral Maritime Regions of Europe (CPMR) represents more than 150 regional authorities from 24 countries across Europe and beyond. Organised in Geographical Commissions, the CPMR works to ensure that a balanced territorial development is at the heart of the European Union and its policies.

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