

**Action Plan Communication and Coordination Officer**

**CEDR - Brussels, Belgium**

CEDR is offering a full-time position ideally starting from the 1st of December 2018.

**Conference of European Directors of Roads**

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**Contact**

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Executive Officer

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Background

The Conference of European Directors of Roads (CEDR) was established as a forum for the discussion and promotion of improvements to the road system and its infrastructure. CEDR members are the directors of the national road authorities of Europe. CEDR’s main objectives are to facilitate the exchange of experience and information and to analyse and discuss all road-related issues on a European scale.

The individual working groups, projects and other tasks are detailed in a rolling three-year Action Plan (AP).

The overarching objectives pursued by this new staff member are;

1. To improve the added value of the Action Plan 2019-2021 to the National Road Authorities (NRAs),

2. To improve communication of CEDR activities, internally and externally,

3. and to improve the implementation in the NRAs of the outcomes of the CEDR activities including (but not limited to) those related to research.

General role of the APCCO

* To support the continuity in benefit of all CEDR, the Action Plan Committee (APC) is supported by the Secretariat's AP communication and coordination manager (APCCO) .
* Through the APC supported by the APCCO, the Executive Board (EB) governs the process of monitoring, updating and drafting the AP
* The APCCO shall support the Focus Area Coordinators (FACs) in providing regular updates about the development of the different tasks as a input to APC. The APCCO will communicate regularly with Activity Leaders; primarily the Working Group Leaders (and in cooperation with the Transnational Research Coordinator the relevant Programme Executive Boards (PEBs) running the annual research programme).
* The APCCO will support CEDR activities in the organisation and development of the Transport Research Arena (TRA).
* The APCCO works in close cooperation with other members of the Secretariat and the APC, in particular the Chairman of the APC and FACs.

Tasks for the APCCO

• The APCCO will support the FACs about the focus area (FA) status report and FA annual assessment report

• APCCO together with the appointed Activity Leader, will be involved in supporting activity descriptions:

o Working groups, which develop studies, reports, or deliver specific analysis or services for CEDR or the NRAs.

o Cooperation with the Transnational Research Programme Coordinator (TRPC) on Research Projects managed by PEBs

o Collaboration projects.

o Networking and technical events such as seminars or workshops.

o Benchmarking and / or technical publications.

o Any other initiative that may be considered of interest by the CEDR Governing Board (GB)

• The APCCO will coordinate an Annual Report analysing the performance and objectives met during last year term with elements of encouraging/supporting implementation of the work of each finished action

• The APCCO will maintain all elements of the CEDR website relevant to the AP including updated activity descriptions and relevant Assessment Indicators for assessment of AP

• Together with the AL, FAC and Sec-Gen, the APCCO will prepare studies, benchmarking and / or technical publications. For a more nimble and flexible formal base than working groups, these activities are a key tool for CEDR to deliver on its strategic objectives and services for the benefit of NRAs.

• In support of specific AP activities and to 'stay ahead of the curve', the APCCO will assist in following EU activities including relevant legislative and policy activities. This will contribute to the work of CEDR’s EU legislation support group and requires attending meetings, seminars and workshops of the European Commission, European Parliament and key stakeholders and reporting (including through the website) to CEDR members. This will include cooperation with relevant European and international stakeholders to keep aware of issues related to the AP.

The APCCO undertakes the necessary coordination, dissemination and secretarial work of the APC and ensures that the activities of the AP development and monitoring are completed on time and to the required quality.

To achieve this, CEDR requires a self-motivated individual to join its Brussels office. The successful applicant will be hard-working, self-motivated and able and willing to travel extensively in Europe. Experience of international cooperation activities and the road transport sector combined with a high-level of written and spoken English is required; a good level of French would be an advantage. The post is full time and will be reviewed after three-years.

Applications should be sent directly to the Marta Gattini (marta.gattini@cedr.eu) with a letter of motivation and curriculum vitae detailing their relevant experience.

Applicants from National Road Authorities will be automatically shortlisted for interview.

The deadline for applications is September 30th and interviews should be expected in October 2018. Candidates will be asked to be available to take up the post in November/December.