



EUROPEAN FEDERATION  
OF INTELLIGENT ENERGY EFFICIENCY SERVICES

Brussels, 26 January 2017

## **EFIEES is searching for a Policy Officer, to be based in EFIEES' Secretariat in Brussels**

'Policy Officer' position at the European business federation: EFIEES to assist the *General Secretary* of the Federation in lobbying and communication activities with the main tasks:

- Analysis and follow-up of legislative proposals at the EU level (currently: Clean Energy Package and the EU ETS) regarding the activities of EFIEES' members: Energy Efficiency Services and related activities (heating and cooling, renewable energy sources)
- Drafting position papers, press releases, bimonthly newsletter, preparing suggestions for amendments, answers to public consultations, etc.
- Maintaining contacts with the EU institutions (European Commission, European Parliament and the Council) and relevant stakeholders, also within various alliances and coalitions
- Managing EFIEES' working groups and preparing regular meetings (3 times a year)
- Managing the position of the European « co-administrator » of the 'Transparens' Code of Conduct for Energy Performance Contracting
- Other tasks: managing EFIEES' website, organisation of public events (workshops, conferences)

### **Required profile:**

- Independent and well-organised, the successful candidate is open-minded and has a friendly attitude, excellent written, oral communication as well as computer skills. Interest and/or abilities regarding regulatory issues related to energy and climate are welcome.
- Languages: Fluent in English, French will be an asset, other language skills are welcome.
- Even though the position is not a "technical" one, complementary studies or background related to the disciplines such as energy, environment and economics are appreciated.

Interested candidates are invited to send their CVs and Cover Letters to Ms Valérie Plainemaison, e-mail: [valerie.plainemaison@efiees.eu](mailto:valerie.plainemaison@efiees.eu) by February 8<sup>th</sup> 2017. The starting date for this position is March 1<sup>st</sup> 2017.