



Brussels, 12th July 2018

Project & Communication Officer

Starting mid-September 2018

EFIEES is searching for a Project & Communication Officer, to be based in EFIEES' secretariat in Brussels

H2020 Project

The [QualitEE project](#) aims to develop quality criteria and quality assurance for energy efficiency services/Energy Performance Contracting (EPC) in particular, at EU level. The successful candidate will be in charge of:

➤ **EU level**

- Providing EFIEES' input from a European perspective regarding the project's deliverables
- Ensuring dissemination including newsletters, press releases, social media and organisation of the project's final conference in Brussels
- Representing the project in EU and French events
- Representing EFIEES, if needed, in other EU projects that happen to be correlated with QualitEE, e.g Energy Efficiency Financial Institutions Group (EEFIG)

➤ **French level**

- Ensuring the project's French part's good execution, in cooperation with EFIEES' French member association
- Organising capacity building workshops in France
- Ensuring dissemination, including newsletters and management of the project website's French version

Communication

- Contributing to EFIEES' general communication strategy, including the corporate identity
- Managing EFIEES' website,
- Organising public events (workshops, conferences)

Other tasks

- Possibly contributing to other tasks, at EU level, with regard to the promotion of Energy Performance Contracting

Required profile

- Max 28 years aged, for a French “VIE” contract (details on <https://bit.ly/2mDZnxW>).
- Independent and well-organised, the successful candidate is open-minded and has a friendly attitude, excellent written, oral communication as well as computer skills. A previous experience including corporate communication would be appreciated. Interest and/or abilities regarding regulatory issues related to energy and climate are welcome.
- Languages: English and French (C2), other language skills are welcome.
- Some knowledge of EU legislative and institutional process. The position is not a “technical” one, but complementary background related to energy issues, from a technical or economical point of view, as well as a good knowledge of H2020 projects would be an asset. Skills or experience in communication appreciated, not necessary to be a specialist.

Interested candidates are invited to send their CV and cover letter to Ms Valérie Plainemaison, e-mail: info@efiees.eu by August, 17th.

Please note that only shortlisted candidates will be contacted.

Interviews will be held as of the week of 20th August and the starting date for this position will be ideally set in mid-September 2018.