



*Brussels, 20<sup>th</sup> of May 2019*

## **Project Officer**

Starting end-August 2019

### **EFIEES is recruiting a Project Officer to be based in its secretariat in Brussels**

The European Federation of Intelligent Energy Efficiency Services represents the interest of companies providing Energy Efficiency Services (EES) vis-à-vis the European institutions and ensures that their potential is widely recognised across Europe. EFIEES is the European partner of the [QualitEE project](#), a project funded by the EU's Horizon 2020 programme that aims to increase investment in energy efficiency services and to improve trust in service providers through the development of technical quality criteria for contracts and quality assurance schemes. The successful candidate will be mainly in charge of managing the QualitEE Project, and additionally will support other tasks related to communications, policy and promotion of Energy Efficiency Services / Energy Performance Contracting. The project officer will thus be actively involved in EU's energy transition.

### **Tasks**

#### **Horizon2020 Project**

- Providing input to the project's publications from a European perspective
- Implementation of EFIEES' project tasks, including preparing progress reports and financial statements
- Carrying out of an online questionnaire for the French EES market
- Ensuring dissemination of accomplishments including newsletters, press releases, media articles and management of the project's French website
- Organisation of the project's final conference in Brussels and of a capacity workshop in France
- Participation to next project meetings in Madrid and London
- Cooperation with the partners of the project and with EFIEES' French member association
- Application to future Horizon2020 project

#### **Other tasks**

- Contributing to EFIEES' general communication activities, including managing the website and social media accounts and drafting the newsletter
- Supporting EFIEES' policy advocacy efforts and promoting energy efficiency services at EU level
- Supporting the organisation of EFIEES' members meetings and public conferences

### **Requirements**

- Max. 28 years aged and European citizenship, to be eligible for a French "V.I.E" contract
- Languages: Fluent oral and written English and French; other language skills are welcome.

- Good computer skills, excellent knowledge of Microsoft Office. Experience in website editing (e.g Wordpress) is a plus.

## Desirable competencies and skills

- Independent and well-organised, the successful candidate is versatile and has a friendly attitude.
- Good communication skills
- Previous experience in managing European projects in highly appreciated
- Knowledge of EU legislative and institutional process and previous experience working in an EU institution is a strong asset.
- Interest and/or experience on energy issues, from a technical or economical point of view, are welcome.

## What we Offer

- Full-time position based in Brussels
- 12-month (renewable) French “V.I.E” contract (details on <https://bit.ly/2mDZnxW>), which offers a competitive allowance and full insurance.
- A multicultural and dynamic environment, within a small team of young professionals.
- This position will give you a chance to gain knowledge of the energy efficiency services industry and of the European decision-making process and it will provide you with a valuable project management professional experience. You will have a possibility to attend EU events, conferences and meetings.

Interested candidates are invited to send their CV and cover letter to Ms Valérie Plainemaison, e-mail: [info@efiees.eu](mailto:info@efiees.eu) by the **11<sup>th</sup> of June**.

Please note that only shortlisted candidates will be contacted.

Interviews will be held in Brussels at the end of June and the starting date for this position will be ideally set in the week of the 19<sup>th</sup> of August 2019.