



About us

Climate Alliance is a non-profit association uniting local authorities and indigenous rainforest peoples in their efforts to mitigate climate change. Climate Alliance currently counts some 1700 member cities, municipalities and regions in 26 European countries. Its activities are coordinated by the European Secretariat based in Frankfurt (DE) and its Brussels Office (BE).

Climate Alliance supports its members in achieving their voluntary commitments of reducing CO₂ emissions by ten percent every five years and to halving per capita emissions by 2030 (base year 1990). Since 2007 the Brussels Office has advocated for improved legal framework for local authorities and for recognising their role in the European climate and energy policy, as well as for funding opportunities for local authorities for implementing their climate actions. One of the important strategic activities of Climate Alliance is the coordination, together with other European city networks, the [Covenant of Mayors for climate and energy initiative](#).

More information: www.climatealliance.org

Missions

We are looking for a project officer to join the highly motivated and multinational / multilingual Brussels team to work on technical helpdesk and methodological framework of the Covenant of Mayors.

His/her tasks will include:

Coordination of the technical and methodological work of the Covenant of Mayors initiative

- Lead the technical work on energy and climate mitigation within the Covenant of Mayors Office related to the development of local energy and climate action plans, monitoring reports and the Covenant reporting framework for cities.
- Liaise with the European Commission's Joint Research Centre, the IT team and other stakeholders in regards to the future adaptations of the Covenant reporting platform.
- Manage the Covenant of Mayors practitioners' group.
- Provide technical assistance to cities via the Covenant of Mayors helpdesk.
- Develop support materials for cities such as methodological guidelines on energy planning and monitoring, extract best practices from the Covenant of Mayors initiative.
- Represent the Covenant of Mayors and Climate Alliance in conferences, workshops and technical meetings.
- Provide input for Climate Alliance briefings, position papers or answers to public consultations on EU energy and climate policy.
- Liaise with UNFCCC with respect to the participation of the Covenant of Mayors in the NAZCA portal.

Qualifications

Required skills, experience and education:

- 5 years of work experience
- technical knowledge of energy planning and greenhouse gas emissions accounting methodologies
- good knowledge of the Covenant of Mayors initiative
- experience in working with local authorities
- good knowledge of EU policy in the field of climate and energy
- a Master Degree in relevant field (e.g. environment / energy / climate change, urban planning / engineering)
- fluency in spoken and written English, proficiency/very good command in French and other EU languages is an asset,

- strong communication skills,
- excellent Excel skills
- excellent organisational skills, ability to multitask,
- ability to work with a high level of initiative and autonomy when required,
- ability to work cooperatively in a team environment.

Contract: The contract will be made between the individual and Climate Alliance under the Belgian law. The corresponding assignment is based on a full-time contract until end 2016 (with a possibility to be extended) starting as soon as possible. Climate Alliance offers a benefits package (incl. paid leave / *'pécule de vacances'* & lunch vouchers) and a positive working environment.

Location: Climate Alliance Brussels Office, 63-67 Rue d'Arlon, 1040 Brussels, Belgium

Application: Applicants must have the legal right to be employed in Belgium.

To apply, please send a motivation letter and your CV (in [Europass](#) format) to: brussels@climatealliance.org

Closing date for applications: 22 July 2016

Only short listed candidates will be contacted