

JOB OFFER

PROJECT OFFICER (CLIMATE & ENERGY) | COVENANT OF MAYORS



Climate Alliance

The Climate Alliance European Secretariat (Brussels Office) is seeking a

Project Officer (Climate & Energy) | EU Covenant of Mayors

to join its highly motivated and multilingual Brussels team and work on activities related to the European Covenant of Mayors.

Application deadline: 15 July 2018

CLIMATE ALLIANCE

For more than 25 years, Climate Alliance member municipalities have been acting in partnership with indigenous rainforest peoples for the benefit of the global climate. With some 1,700 members spread across 26 European countries, Climate Alliance is the world's largest city network dedicated to climate action and the only one to set tangible targets: each member city, town and district has committed itself to reducing greenhouse gas emissions by 10 percent every 5 years. Recognising the impact our lifestyles can have on the world's most vulnerable people and places, Climate Alliance pairs local action with global responsibility. The network fosters cooperation with indigenous peoples, runs awareness raising campaigns and develops tools for climate action planning. It provides ample opportunity for participation and exchange while representing member interests at the national, European and international levels. climatealliance.org

CLIMATE ALLIANCE IN THE COVENANT OF MAYORS

The Covenant of Mayors for Climate and Energy brings together thousands of local authorities who share a long-term vision of promoting and supporting voluntary action to combat climate change and move to a low emission, resilient society.

Climate Alliance has been actively involved in the shaping of the Covenant of Mayors in Europe and its extension to other parts of the world since its launch in 2008. Today, Climate Alliance is involved in the consortia managing the regional Covenant offices in Europe, Eastern Europe, Sub-Saharan Africa and Japan and works in close cooperation with the Global Covenant Secretariat. All these regional/national Covenants are part of the same Global Covenant alliance and are organised along principles and methods that best suit each region. [Climate Alliance in the Covenant](http://ClimateAllianceintheCovenant) | eumayors.eu



TASKS

Climate Alliance is looking for a **Project Officer** to join its highly motivated and multilingual Brussels team and work on EU-Covenant-related activities. His/her tasks will include:

EU Covenant of Mayors initiative

- Organise and facilitate theme- and/or country-specific capacity building activities (workshops, webinars, forums...) for Covenant signatories and other relevant partners
- Support the implementation of the national approach of the Covenant framework in selected EU member states
- Develop and/or update guidance materials for Covenant signatories (e.g. guidelines, thematic leaflets, online capacity-sharing corner)
- Support the further development of the Covenant web portal (e.g. concept development, liaison with IT developers, testing, bug reporting)
- Contribute to the monitoring of the initiative implementation (e.g. aggregated statistics and performance indicators)
- Support the communication activities around the Covenant initiative (e.g. collection of good practice examples, development of a Covenant Award concept)
- Liaise with various stakeholders at all levels to support the implementation of the Covenant of Mayors (e.g. management task forces, thematic coalitions with relevant partners, group of practitioners and local experts etc.)
- Represent the Covenant of Mayors in conferences and technical meetings
- Support the Covenant of Mayors team in other management tasks related to the Covenant daily operation (e.g. team meetings, progress reporting)

Climate Alliance

- Assist the Climate Alliance team in any other daily activities of the association (communication, policy work, project proposal development, project management, thematic working group coordination)

SELECTION CRITERIA

Essential

- At least 5 years of relevant postgraduate professional experience
- A Master's Degree in a relevant field (e.g. energy, climate change, urban planning, EU policies) - Applicants with an interdisciplinary educational background are also encouraged to apply.
- Technical knowledge of energy, mitigation and/or climate adaptation planning and practices, greenhouse gas measurement and/or climate risk and vulnerability assessment



- Excellent communication skills with ability to explain technical concepts to lay audiences
- Excellent organisational skills, ability to multitask
- Experience in event and meeting organisation
- Fluency in spoken and written English
- Dynamic, pro-active and out-of-the-box thinker

Advantageous

- Experience working with/for local authorities
- Experience working in an international environment, particularly working across different cultures and languages, and able to work with a high level of initiative and autonomy when required
- Experience in data reporting and management
- Good knowledge of the Covenant of Mayors initiative
- Good knowledge of EU policy in the field of climate and energy
- Proficiency/very good command in other (preferably Eastern) European languages

TERMS

Contract

The contract will be made between the individual and Climate Alliance under the Belgian law. The corresponding assignment is based on a 2-year full-time contract (with a possibility to be extended / converted into a permanent position) **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, Rue d'Arlon 63-67, 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, with reference contacts) to: brussels@climatealliance.org

Closing date for applications: 15 July 2017.

Only short listed candidates will be contacted.

The position will be filled as soon as a suitable candidate is found.

CONTACT

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