

JOB OFFER

PROJECT AND ADMINISTRATIVE ASSISTANT | CLIMATE ALLIANCE



Climate Alliance

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

Project and administrative assistant (part-time)

to join its highly motivated and multilingual Brussels team with a primary focus on activities related to the Clean Energy for EU Islands Secretariat and the Covenant of Mayors Office.

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's interests at the national, European and international levels. climatealliance.org

'CLEAN ENERGY FOR EU ISLANDS' INITIATIVE

Climate Alliance is responsible for the overall coordination of the Clean Energy for EU Islands Secretariat (service contract with the European Commission). The secretariat holds the mandate to build and strengthen the existing island community working with the green island agenda. Main activities include providing advisory and administrative support to islands to foster their clean energy transition. The Secretariat reports to the European Commission Directorate-General for Energy and closely cooperates with other European Commission services as necessary. More on the [European Commission website](#)

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TASKS

Climate Alliance is looking for a **project and administrative assistant** to support its Brussels team with all administrative and financial activities of its ongoing EU projects – in particular the **Clean Energy for EU Islands** initiative.

His/her main tasks will include:

- Supporting the management of the Clean Energy for EU Islands initiative as well as other ongoing projects (e.g. Covenant of Mayors, SEI Forums) – in particular on legal and financial issues, but also on any other daily activities - whenever needed
- Coordinating the preparation of (project-related) meetings and events (including logistic arrangements)
- Supporting the Climate Alliance administrative and financial officers in the preparation of relevant documents (e.g. progress reports, subcontracts, invoices)
- Supporting the Brussels team in any other work streams of the association (including communication and project proposal development) – whenever needed – as well as the office's day-to-day operations in general

SELECTION CRITERIA

Essential

- At least 3-5 years of experience in office administration, financial and legal management of EU projects or tenders (e.g. Horizon 2020), project management and event planning
- A degree in a relevant subject (e.g. office administration, EU project management, EU affairs, ...)
- Interest in climate, energy and sustainability topics, especially at city and regional levels
- Excellent Microsoft Office skills
- Excellent organisational skills, attention to details, ability to multitask
- Eager to learn, self-starter, team player
- Fluency in English, good command of Dutch, both written and spoken, (at least basic) knowledge of German and French

Advantageous

- Experience in 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
- Proficiency/very good command in other EU languages
- Experiences working with/for local authorities

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- Good communication skills

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 part-time contract 50% FTE (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 including names and contact details of two references (at least one should be a former/current employer) to:

brussels@climatealliance.org

Closing date for applications: 15 July 2018.

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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