



## Policy Internship

### EERA – European Energy Research Alliance

#### Description of the mission

The European Energy Research Alliance (EERA) AISBL is the largest low-carbon energy research community in Europe. It is the official research pillar of the EU Strategic Energy Technology Plan (SET Plan). Bringing together more than 250 organisations from over 30 countries, the mission of EERA is to “catalyse Europe’s low-carbon energy research to shape science-based policies and advance world-class innovation.”

EERA currently runs 18 Joint research Programmes (JPs), which altogether cover the full research spectrum on low-carbon energy technologies and systems, as well as policy and social aspects of the clean energy transition.

EERA’s policy activities aim to strengthen evidence-based decision-making in Europe’s clean energy transition by translating research outcomes into policy-relevant insights and strategic input. The Policy Intern will support this work by contributing to policy monitoring and analysis, and by assisting in the preparation of policy and advocacy materials addressed to EU institutions, national policymakers, researchers and stakeholders. The internship offers hands-on exposure to EU-level policy processes, providing insight into how research evidence informs debates and decision-making in Brussels.

#### Key responsibilities of the Policy Intern

- Draft content for the **EERA Weekly Policy Update**, summarising key policy developments and insights;
- Support the preparation of **policy and advocacy materials**, including position papers, briefings, statements, and replies to relevant EU consultations;
- Contribute to the preparation of **policy materials linked to internal and external meetings and events**;
- Conduct **policy monitoring** by reviewing specialised media and EU institutions’ publications;
- Support the **analysis of policy and institutional developments** through briefing notes, PowerPoint presentations, think-tank reviews, and written summaries for internal and external use;
- Contribute to EERA’s **engagement with EU institutions** by helping maintain an up-to-date understanding of EU energy R&I developments;
- Conduct **ad hoc policy research** to respond to requests for intelligence from EERA’s community.

## **General requirements for the position**

- Master's degree in political science, European studies, international relations, or a related field, or equivalent relevant experience;
- Excellent command of English (minimum C1), written and spoken; knowledge of an additional European language is an asset;
- Familiarity with the EU institutional landscape, particularly in energy research and innovation, and understanding of the dynamics of EU policymaking;
- Strong digital skills, including Microsoft Office;
- Genuine interest in low-carbon energy research, innovation and sustainability;
- Interest in working in a Brussels-based EU policy environment;
- Strong eye for detail and sense of quality;
- Ability to work autonomously and show initiative;
- Must be legally entitled to work in the EU.

## **Terms of the contract**

The internship is paid under the framework of the **“Convention d’immersion professionnelle”** (a professional integration agreement under Belgian law) and is planned for a period of **six months**, with the possibility of extension for a maximum of six additional months.

**Office location:** EERA, Rue de Namur 72, 1000 Brussels. The position is **80% in person, 20% hybrid**, with Friday as the at-home office day.

## **Application process**

Please send your **CV** and **motivational letter** (no longer than 1 page), both in PDF format, explaining why you are a suitable candidate for this internship and how it would contribute to your professional development.

Both documents should be sent in English, with the subject **“EERA Policy Internship”**, to the attention of **Ms. Marianne Lazarovici** at **[m.lazarovici@eera-set.eu](mailto:m.lazarovici@eera-set.eu)** by **13 February 2025 EOB** at the latest. Early applications are encouraged, as CVs will be processed on a rolling basis, and the vacancy may close earlier if the right candidate is found.