



Project Management Internship Position

EERA – European Energy Research Alliance

Description of the Mission

The European Energy Research Alliance (EERA) AISBL represents the largest low-carbon energy research community in Europe and worldwide. Bringing together more than 250 organisations from 30 countries, EERA has become the key actor for coordinating publicly financed European energy research and innovation and works in close cooperation with the European Commission.

EERA is looking for an Intern in support of project management of EU-funded projects. The position will be an opportunity for the Intern to immerse her/himself in an international and multicultural working environment.

Key responsibilities

- Support the financial and administrative management of EU projects and support internal communication between consortium partners,
- Assistance in the implementation of EU-funded projects (according to lists of milestones and deliverables),
- Support the preparation of proposals in collaboration with EERA's Secretariat staff and with partner organisations,
- Any other task that may arise in view of fulfilling EU project duties.

General requirements for the internship position

- The candidate should hold a master's degree in Political Science, European Studies, International Relations, Economics or Engineering,
- Good command of English, oral and written; knowledge of other EU languages is a desirable asset,
- Strong computer skills (Office Suite, Outlook),
- Basic understanding of the EU institutions,
- Interest in renewable energy and sustainability,
- Good organisational, prioritisation, communication, and teamwork skills,
- Eye for detail and sense of quality,
- Can work autonomously and shows initiative,
- Must be legally entitled to work in the EU.

Terms of the contract

The selected candidate will be offered a professional integration agreement (convention d'immersion professionnelle). **This is a paid internship**, the salary depending on the degree and according to market practice.

Starting date is as soon as possible for a duration of 4 to 6 months.

Office location: EERA, Rue de Namur 72, 1000 Brussels.

Application Process

Please send your motivation letter and CV (exclusively in PDF format, in English) to Mr. Ivan Matejak at i.matejak@eera-set.eu by **September 8th, 2023 EOB**. Please only send **one application** and indicate as the subject of the email "EERA Project Management Intern".

The motivation letter (one page maximum) should highlight your reasons for applying and your credentials for the position. We encourage early applications. The selection of the candidate will be made on a **rolling basis**.