



EERA – European Energy Research Alliance Brussels – Belgium

Senior Policy Officer

Description of the Mission

The European Energy Research Alliance (EERA) AISBL is the largest low carbon energy research community in Europe and worldwide. Bringing together more than 250 organizations from 30 countries to develop joint research agendas, EERA is the key actor for coordinating public financed European Energy R&D and works in close cooperation with the European Commission.

EERA currently runs 17 Joint research Programmes covering research in low carbon technologies and systems including policy and social aspects. The mission of EERA is to catalyze European energy research to achieve a climate neutral society by 2050, in full alignment with EU 2050 Climate and Energy objectives.

EERA is looking for a Senior Policy Officer to support EERA in the monitoring and analysis of EU policies, implementation of advocacy activities, coordination of the EERA Policy working group and in supporting the execution of European projects (Horizon 2020 and Horizon Europe).

She/he will be integrated and supported by the EERA secretariat currently composed of 10 permanent staff and will report to the Operations Director. The position is based in EERA offices in Brussels.

Key Responsibilities

Planning and Implementing Policy activities

- Understanding EERA mission and vision; EERA's member scope of capabilities, positioning and unique expertise;
- As a senior profile, support others in the Secretariat for development and execution of EERA strategy;
- Boosting and coordinating the policy activities within the Secretariat and facilitating a broader network of policy/energy transition experts within the member organizations and with potential external partners;
- Convening and driving periodic policy group meetings;
- Having a broad understanding of global climate/energy diplomacy and of the EU strategy in respective fields;
- Monitoring and analysing EU policy developments to build internal intelligence concerning energy and climate as well as research & innovation related matters;

- Liaising with EU institutions and key stakeholder organisations in Brussels to increase EERA visibility and contribution to achieving EU long-term climate objective;
- Regularly updating EERA members on the latest policy developments of interest to the energy research community (e.g. presentations, newsletter articles, etc.);
- Initiating and conducting advocacy activities in liaison with the EERA Policy Working Group (e.g. drafting position papers, replying to European Commission public consultations, drafting statements and letters to EU policymakers, etc.);
- Implementing the activities allocated to EERA in EU funded projects related to policy matters, in collaboration with the project consortium(s) and coordinator(s);
- Any other task that may arise in view of fulfilling EERA mission.

Skills and Experience

General requirement

- Hold a university degree (Master Level or equivalent), preferably in a socio-political or economic field;
- At least five years of relevant work experience in carrying out and managing EU advocacy and policy activities, preferably in the field of energy and climate;
- Applicants must be legally entitled to work in the EU.

Technical Skills

- Proven experience in EU policy monitoring and analysis;
- Proven managerial, organizational and teamwork skills;
- Proven knowledge of the European Institutions;
- Excellent oral and written communication skills in English. Knowledge of other European languages is an asset;
- Proficient computer skills, especially handling of web-applications;
- Knowledge of the Research and/or Energy sector is an asset.

Personal Skills

- Ability to prioritise workload and meet deadlines;
- Very organized with a strong attention to detail;
- Initiative and ability to work autonomously;
- Excellent interpersonal skills and willingness to work as part of a multicultural team;
- Tactful, diplomatic and non-judgmental, able to relate to people in all situations;
- Flexible, the candidate will be required to travel in EU;
- Sense of humor.

Terms of the contract

- Starting date is as soon as possible;
- Open ended contract (Contrat à durée indéterminée) under Belgian law;
- Work Location is 72, Rue de Namur, 1000 Brussels.

Application

Please send your CV and motivation to apply for the position to Mr. Ivan Matejak i.matejak@eera-set.eu mentioning "Application EERA Senior Policy Officer" by 7 October 2020, 22h00.

The motivation shall be expressed through your preferred format (video, audio, presentation, written letter or similar) and should clearly highlight your reasons for applying and your credentials for the position. Such motivation should be expressed in max 1 page or 2 minutes. Job applications will be reviewed on a rolling basis.

The selection of the candidate will be based upon the merit principle.