



## **OPERATIONS AND COMMUNICATION MANAGER JOINT PROGRAMME ON PHOTOVOLTAIC SOLAR ENERGY AND HYDROPOWER**

**EERA – European Energy Research Alliance**

**Brussels – Belgium**

### **DESCRIPTION OF THE MISSION**

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

EERA currently runs 18 Joint Programmes covering research in materials, technologies and systems including policy and social aspects, aligned with the priorities for low carbon technologies defined in the EU SET-Plan. The Joint Programme on Photovoltaic Solar Energy (JP PV) has more than 30 partners representing the largest research groups on photovoltaic solar energy in Europe. The Joint Programme on Hydropower (JP HP) represents a community of more than 30 universities and research centres bringing forward a cross-cutting investigation of the hydropower sector.

EERA is looking for a Secretariat Coordinator to independently support and manage the administration and operation of the two JPs, PV and HP.

She/he will work independently at the EERA AISBL headquarters in Brussels with primary responsibility to support the JPs Management Board in running the joint programmes.

### **KEY RESPONSIBILITIES**

#### **Supporting the EERA JP PV and HP Management Boards and Steering Committees**

- Being a reliable, trustworthy, independent, self-driven and proactive support to the Management Board (MB) in the organization of its activities and in the organization of the JP Steering Committee (SC) meetings.

- Advising and assisting the JP members on the workings and priorities of EERA and the JPs.
- Supporting the JP Management Boards with interaction with other stakeholders such as the technology and innovation platform ETIP-PV (<https://etip-pv.eu/>).
- Planning and drafting meeting agendas and minutes of meetings for SC and MB meetings.

### **Administration and Support of the JP PV and HP**

- Taking responsibilities for all operational tasks linked to the management of the JPs, in collaboration with the JP Coordinators and Sub Programme Coordinators.
- Internal communication: Taking responsibility for the communication within JPs, such as updating contact lists, SharePoint, meeting calendar, information sharing to all partners, etc.
- External communication: Taking responsibility for updating the content of the website and social media channels.
- Creating content for internal and external communication – also in collaboration with JP experts, such as Annual Reports, position papers, etc.
- Assisting the JP Managers and Sub Programme Coordinators with arranging meetings and workshops.
- Setting up the programme for JP General Assemblies, and JP Workshops and Conferences.
- Assisting with the proceedings of scientific workshops.
- Facilitating participation to European Research Programmes, such as Horizon Europe.
- Membership Administration: manage the relationship with member organisations, including membership database, contact person lists, and JP fee collection.
- Other administrative work for the JP in general.

## **SKILLS & EXPERIENCE**

### **Required Criteria**

- Hold a Higher Education degree; a Master's degree or equivalent is appreciated but not mandatory.
- One year of relevant work experience related to office management, preferably in an international / multi-cultural environment.
- Applicants must be legally entitled to work in the EU. Excellent and proven organizational and teamwork skills.
- Excellent oral and written communication skills in English;

### **Preferred Criteria**

- Project management skills

- Understanding of European Institutions and research administrative matters.
- Experience in the fields of:
  - Photovoltaic solar energy
  - Hydropower
- Knowledge of other European languages

### **Personal Characteristics**

- Empathy and willingness to work in a highly interactive team.
- Appetite for international/multi-cultural environments.
- Ability to prioritise workload and meet deadlines.
- Ability to work independently and self-driven.
- Have good dissemination skills, necessary to work with a group of researchers distributed over Europe.
- Excellent interpersonal skills and ability to work as part of a team.
- Personal skills like a positive and friendly attitude, and contributing to a sustainable social environment will also be valued.

### **TERMS OF THE CONTRACT**

- The opening is for a full-time position (38 hours/week)
- Starting date is March 2022
- Work Location is Rue de Namur 72, 1000 Bruxelles
- Competitive salary based upon experience

### **APPLICATION**

Please send your cv and motivation letter (in pdf format) to Ivan Matejak: [secretariat@eera-set.eu](mailto:secretariat@eera-set.eu), mentioning “*Operations and Communication Manager Joint Programme PV and HP*” before **February 28<sup>th</sup> 2022**. For questions to the JP coordinators, please contact Ivan Gordon ([ivan.gordon@imec.be](mailto:ivan.gordon@imec.be)) or Simon Philipps ([simon.philipps@isc.fraunhofer.de](mailto:simon.philipps@isc.fraunhofer.de)) for JP PV and Raffaele Guerini ([r.guerini@eera-set.eu](mailto:r.guerini@eera-set.eu)) for JP HP.

The motivation letter (1 page maximum) should highlight your reasons for applying and your credentials for the position.

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