



EU Projects Officer

The European Heat Pump Association (EHPA) is looking for a Projects Officer to join the EU Projects team. As an EU Projects Officer you will be managing the day-to-day operations of a project/s in the renewable energy/heating sector.

The Role:

As an EU Projects Officer you will be reporting to the Head of EU Projects. You will be responsible for

- Managing your own project from A to Z with support from the other team members.
- Executing the reporting of projects and constantly adapting and checking the resource distribution with support from the other team members.
- Participating in and organizing project events and workshops, with support from the other team members.
- Assisting in the development of new projects/tenders/initiatives proposals with members and partners in line with the association's strategy.
- Representing the association at meetings and events (e.g., industry fairs) relevant to EHPA's projects work.
- Networking with new potential project partners.
- Supporting the Head of EU Projects.

The Profile:

- At least 1 year of experience in EU project planning and management.
- Knowledge of Horizon Europe procedures, any other program is an asset (e.g., LIFE, Interreg).
- Willingness to proactively learn about project proposal drafting and EU energy policy.
- Attention to details.
- Good communication skills.
- Being highly organised, with an aptitude in planning effectively to meet deadlines and to go beyond the project proposal ambition.
- Fluent spoken and written English – other EU languages are an asset.
- Excellent computer skills (Microsoft 365 environment).
- Enjoy being part of a dynamic international team.
- Authorised to work in Belgium.

The Offer:

Indefinite contract to start on the 1st of February 2023.
A competitive salary as of 2300€ gross (Approx.). Additionally, the package including: meal vouchers, iPhone, MacBook, health insurance, public transport fee, extra-legal holidays, possibility of bike lease, 13th month pay, trainings and other benefits.



Be at the centre of the energy transition and gain valuable experience in EU affairs on climate, energy and environmental topics.

Develop your project management skills in an entrepreneurial and lifelong learning environment (classes and courses support available).

Join a dynamic and international team in the capital of the European Union.

How to Apply:

Send your CV and cover letter (**no more than 1 page**), title “Name_CV”, “Name_CL” **before 15th of December 2022** to recruitment@ehpa.org quoting in the subject line: “EU Projects Officer – your name and surname”. Applications will be reviewed on a rolling basis; therefore, we recommend applying early.

Starting date: February 2023

About EHPA:

Our Vision: to put heat pumps at the centre of the energy system by communicating their benefits, providing relevant information and being a reference point and integrator to all stakeholders.

Our Mission: In a fully decarbonised Europe, heat-pump technologies contribute as a heating and cooling solution, being a core enabler for a renewable, sustainable, and smart energy system. While integrating multiple energy sources, bridging the electric and thermal sector on a local and regional level (micro grids, DHC).