



# 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 and/or LIFE programme procedures, any other program is an asset (e.g., Tenders, Interreg).
- Willingness to proactively learn about project proposal drafting and EU energy policy / EU research and innovation.
- 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 1<sup>st</sup> of December 2023.



A competitive salary as of 2330 € (gross) + benefits. Additionally, the package including meal vouchers, iPhone, MacBook, health insurance, public transport fee, extra-legal holidays, possibility of bike lease, 13<sup>th</sup> 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 (**including the contact details of two reference**), title "Name\_CV", "Name\_CL" **before 5<sup>th</sup> of October 2023** to [recruitment@ehpa.org](mailto: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:** 1<sup>st</sup> of December 2023

## About EHPA:

The European Heat Pump Association (EHPA) represents the European heat pump sector. Our 200+ members include heat pump and component manufacturers, research institutes, universities, testing labs and energy agencies.

EHPA works to shape EU policy that allows the heat pump sector to flourish, and heat pumps to become the number one heating and cooling choice by 2030.

EHPA advocates, communicates and provides expert policy, technical and economic input to European, national and local authorities, and to our members.

We organise high level events and manage or partner in 15+ projects.

EHPA coordinates the Heat Pump Keymark – a European certification scheme for all heat pumps, combination heat pumps, and hot water heaters.