



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. In this case the cutting-edge ECHO (Efficient Compact Modular Thermal Energy Storage System) project.

The Role:

As an EU Projects Officer you will be reporting to the previous Manager of the project as well as the Head of 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 & Apple environments).



- Enjoy being part of a dynamic international team.
- Authorised to work in Belgium.

The Offer:

- Long-term contract to start on the 1st of August 2024 and last until 31st of January 2027 (subject to extension or transformation into an indefinite contract).
- A competitive salary of 2550€ (gross).
- Holiday allowance
- 13th month pay.
- Hospitalisation and medical insurance (DKV)
- Representation allowance: 50€
- Home office allowance: 100€
- Lunch vouchers (8€/day including an employee contribution of €1.09 and an employer contribution of €6.91)
- Eco-vouchers (250€/year)
- Public transport allowance (49€/month)
- IT material (laptop, telenet abonnement, further IT material upon request).
- 5 extra leave days (on top of the 20 legal leave)
- Bike lease option
- Great flexibility in terms of when and where you work
- Training allowance: up to 1500/year
- 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 31st of May 2024 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: ideally 1 August

About EHPA:

The European Heat Pump Association (EHPA) represents the European heat pump sector. Our 220+ 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 multiple projects.

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

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

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

We work to shape EU policy that allows the heat pump sector to flourish, and to become the number one heating and cooling choice by 2030. Heat pumps will be a central part of a renewable, sustainable and smart energy system in a future decarbonised Europe.