



## About us

Climate Alliance is a non-profit association uniting local authorities and indigenous rainforest peoples in their efforts to mitigate climate change. Climate Alliance currently counts some 1700 member cities, municipalities and regions in 26 European countries. Its activities are coordinated by the European Secretariat based in Frankfurt (DE) and its Brussels Office (BE).

Climate Alliance supports its members in achieving their voluntary commitments of reducing CO<sub>2</sub> emissions by ten percent every five years and to halving per capita emissions by 2030 (base year 1990). Since 2007 the Brussels Office has advocated for improved legal framework for local authorities and for recognising their role in the European climate and energy policy, as well as for funding opportunities for local authorities for implementing their climate actions. Climate Alliance is also part of the [Covenant of Mayors](#) Office running the initiative on behalf of the European Commission. Financing climate and energy related investments has been a priority for Climate Alliance for several years. Climate Alliance runs a permanent working group on financing, coordinates the [CITYnvest](#) project focusing on innovative financing and started a new service contract with the European Commission in June 2016 to deliver sustainable energy investment forums in several EU member states.

More information: [www.climatealliance.org](http://www.climatealliance.org)

## Missions

We are looking for a project manager to join the highly motivated and multinational / multilingual Brussels office to reinforce the climate finance team.

His/her tasks will include:

Management of the CITYnvest project funded by H2020

- Ensuring the timely delivery of the project deliverables
- Daily management and liaison with the project partners
- Regular reporting to the European Commission / EASME
- Ensuring a follow up within the pilot regions (Liege (BE), Murcia (ES), Rhodope (BG))
- Coordination of a capacity-building programme in 10 European countries and ensuring a consistent and effective follow-up
- Monitoring the progress towards the project's objectives and ensuring the project impacts
- Ensuring efficient and wide communication of the project and its results
- Collecting project experiences to be used in the policy work carried out by Climate Alliance
- Coordinating the Climate Alliance working group on financing/CITYnvest advisory group.

## Qualifications

Required skills:

- 3-5 years of experience in project management
- Fluency in spoken and written English, proficiency/very good command in French and other EU languages is an asset,
- Strong communication skills in written and public-speaking,
- Excellent organisational skills, ability to multitask,
- Facility with common office software applications such as MS Office,
- Ability to work with a high level of initiative and autonomy when required,
- Ability to work cooperatively in a team environment.

Preferred education & experience:

- Good knowledge of EU funding and EU policy in the field of financing, climate and energy; experience in managing European projects is an asset
- Knowledge on energy efficiency business models (such as energy performance contracting) is an asset
- A Master's Degree in relevant field (e.g. environment / energy / climate change, town and regional planning, EU policy), economic background is an asset
- Experience in working with local authorities

**Contract:** The contract will be made between the individual and Climate Alliance under the Belgian law. The corresponding assignment is based on a full-time until 31 March 2018, with a possibility to be extended and will start as soon as possible. Climate Alliance offers a benefits package (incl. paid leave / *'pécule de vacances'* & restaurant vouchers) and a positive working environment.

**Location:** Climate Alliance Brussels Office, 63-67 Rue d'Arlon, 1040 Brussels, Belgium

**Application:** Applicants must have the legal right to be employed in Belgium.

To apply, please send a motivation letter and your CV (in [Europass](#) format) to: [brussels@climatealliance.org](mailto:brussels@climatealliance.org)

**Closing date for applications:** 30 November 2016

**Only short listed candidates will be contacted**