
Looking for an EU Policy / Project Manager with technical engineering background

About ESTELA

ESTELA, the European Solar Thermal Electricity Association, is a non-profit association created in 2007. ESTELA represents members from the industry and research institutions, active along the whole STE value chain. ESTELA is devoted to promoting solar thermal electricity (STE), also called concentrated solar power (CSP), not only in Europe, but also in the MENA region and worldwide.

Job Category: EU Policy Research & Project Management
Job Experience: min. 3 years
Job Location: Brussels
Contract: Unlimited duration contract
(following a 6-month trial period)
Starting date: June 2017

His/her main responsibilities:

- **EU funded projects:**
 - Supporting the EU project management: acting as contact point on behalf of the organisation within the project consortium;
 - Organising the collection of collecting inputs and processing these into coherent deliverables in accordance with the Project work plan;
 - Monitoring the overall progress and deliverables of the project – making sure the deadlines are met;
 - Monitoring future EU funding opportunities (H2020 call for tenders; call for projects).
- **EU policies (energy, environment, regional)**
 - Monitoring EU-policies and assessing their impact on the STE/CSP sector's activities;
 - Supporting STE/CSP business areas in the analysis of relevant issues and in the definition of the sector's position;
 - Supporting the development and implementation of public affairs strategies, in coordination with colleagues internally;
 - Collecting and analysing technical information, documentation and data;
 - Developing and maintaining relationships with key stakeholders.
- Supporting day-to-day operations of the secretariat (such as workshops, conferences)

His/her profile:

- University degree in engineering;
- Experience in renewable energy (especially in the STE/CSP sector is a plus);
- Familiar with EU energy/environment/regional policies with a strong focus on renewable energy industry;
- **At least 1-year experience** with the management/coordination of preferably EU funded projects/EC service contracts in energy/environment areas;
- Knowledge of EU funding programmes (such as FP7/Horizon 2020), grants and procurement notices (service contracts);
- Excellent written and oral communication skills in English (knowledge of Arabic is a plus);
- Strong analytical, organisation skills;
- Proficiency with MS Office Word, Excel, PowerPoint is a must;
- Flexibility and ability to work in a small team.

To apply for this position:

Send a CV and cover letter to Mr. Marcel Bial, Secretary General of ESTELA, at the following e-mail address admin@estelasolar.org **before 31/3/2017**.

Please note that only short-listed applicants will be contacted for an interview.

For more information on ESTELA and what we do, please visit www.eestelasolar.org