

JOB OFFER

PROJECT MANAGEMENT AT CLIMATE ALLIANCE



Climate Alliance

The Climate Alliance European Secretariat is seeking a

Project Manager

to join its highly motivated and multinational team in Brussels on a full-time basis (initial 2-year contract with possibility of extension).

Application deadline: **24 October 2020**

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ABOUT CLIMATE ALLIANCE

Climate Alliance is a non-profit association uniting local authorities and indigenous rainforest peoples in their efforts to mitigate climate change. With some 1,850 members spread across 27 European countries, Climate Alliance is the world's largest city network dedicated to climate action and the only one to set tangible targets: each member city, town and district has committed itself to reducing greenhouse gas emissions by 10 percent every 5 years. Recognising the impact our lifestyles can have on the world's most vulnerable people and places, Climate Alliance pairs local action with global responsibility. The network runs awareness raising campaigns, develops tools for climate action planning and fosters cooperation with indigenous peoples. Additional work goes into the management of EU-funded projects as well as EU flagship initiatives such as the Covenant of Mayors - Europe, communication and policy work. climatealliance.org

CLIMATE ALLIANCE IN THE EU COVENANT OF MAYORS

The Covenant of Mayors for Climate & energy brings together thousands of local authorities who share a long-term vision of promoting and supporting voluntary action to combat climate change and move to a low emission, resilient society. Climate Alliance has been actively involved in the shaping of the Covenant of Mayors in Europe and its extension to other parts of the world since its launch in 2008. Today, Climate Alliance is involved in the consortia managing the regional Covenant offices in Europe, Eastern Europe, Sub-Saharan Africa and Japan and works in close cooperation with the Global Covenant Secretariat. All these regional/national Covenants are part of the same Global Covenant alliance and are organised along principles and methods that best suit each region. eumayors.eu

TASKS:

Climate Alliance is looking for an experienced project manager to support its team in the areas of climate (mitigation, adaptation) and/or energy (energy efficiency, energy poverty) – in particular to work on Covenant-Europe-related activities. His/her tasks will include:

CLIMATE ALLIANCE:

- Assisting the development/management of EU-funded projects and/or service contracts (e.g. H2020) - at various stages (project idea generation, application, implementation, closure)
- Timely achievement of project activities and deliverables according to projects plan – in particular the Covenant of Mayors – Europe (see below)
- Drafting technical and/or financial reports

- Supporting policy advocacy towards European Institutions and stakeholders;
- Representing Climate Alliance at ad-hoc events, fostering relations with relevant partners
- Ensuring synergies with related projects and working groups as well as related policy work carried out by Climate Alliance
- Assisting the Climate Alliance team in any other daily activities of the association

COVENANT OF MAYORS – EUROPE:

- Supporting the daily management of the initiative as well as the liaison with project partners and beneficiaries
- Coordinating the organisation of theme- and/or country-specific events (workshops, webinars...)
- Drafting Covenant-related publications, reports, materials
- Representing the Covenant of Mayors in conferences and technical meetings
- Ensuring the timely delivery of other project deliverables (incl. communication, capacity building and learning activities for cities across Europe)
- Supporting the Covenant of Mayors team in management tasks related to the Covenant daily operation (e.g. contribution to steering committee meetings, periodic reporting to the European Commission)

SELECTION CRITERIA:

Essential

- At least 5 years of postgraduate professional experience
- Experience in the management of EU funded projects (preferably in the field of energy and climate)
- A Master's Degree in relevant field (e.g. environment, energy, climate change, urban and regional planning, EU policy)
- Good knowledge of EU policy in the field of climate and energy
- Excellent communication skills (written and public-speaking formats)
- Excellent and proven managerial, organisational and teamwork skills, ability to multitask
- Fluency in spoken and written English
- Willingness to travel within the EU

Advantageous

- Experience working with/for local authorities
- Expertise in adaptation to climate change and/or energy poverty at local level
- Experience in event organisation and management
- Experience working in an international environment, particularly working across different cultures and languages
- Proficiency/very good command in other EU languages

Contract: The contract will be made between the individual and Climate Alliance under the Belgian law. The corresponding assignment is based on a 2-year full-time contract (with a possibility to be extended) starting as soon as possible. Climate Alliance offers a benefits package (incl. paid leave / 'pécule de vacances', hospital insurance and lunch vouchers) and a positive working environment.

Place of Work: Climate Alliance Brussels Office, 63-67 Rue d'Arlon, 1040 Brussels, Belgium

Application: Applicants must have the legal right to be employed in the EU. To apply, please send a motivation letter and a CV (in Europass format / max. 4 pages) to: brussels@climatealliance.org by **24 October 2020**. Please include "Job application | project manager – Covenant of Mayors" in the subject line and clearly indicate possible start date and citizenship (and if non-EU, whether you are holder of a work permit for Belgium).

Only shortlisted candidates will be contacted. The position will be filled as soon as a suitable candidate is found.

CONTACT

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THE CLIMATE ALLIANCE

For more than 25 years, Climate Alliance member municipalities have been acting in partnership with indigenous rainforest peoples for the benefit of the global climate. With some 1,850 members spread across 27 European countries, Climate Alliance is the world's largest city network dedicated to climate action and the only one to set tangible targets: each member city, town and district has committed itself to reducing greenhouse gas emissions by 10 percent every 5 years. Recognising the impact our lifestyles can have on the world's most vulnerable people and places, Climate Alliance pairs local action with global responsibility. climatealliance.org