
EU Project Support Officer

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. Currently ESTELA searches for a **Project Support Officer** helping the team to coordinate an EU-funded project (as coordinator), as well as engage on other projects and policy issues.

Job Category: EU Policy Research & Project Management
Job Experience: min. 3 years
Job Location: Brussels
Contract: Limited duration contract
Starting date: June 2019

His/her main responsibilities:

- **Supporting and managing EU-funded projects:**
 - Monitoring the overall progress and deliverables of the project, preparing and writing the technical reports for the EU projects;
 - Supporting the EU project management: acting as contact point on behalf of the organisation within the project consortium;
 - Supporting the organisation of meetings and events
- **Managing external stakeholders:**
 - Contacting national stakeholders and policy makers;
 - Maintaining good relationships with stakeholders
- **Supporting the team's day-to-day operations**
 - Monitoring national and EU energy policies and assessing their impact on the STE/CSP sector's activities;
 - Supporting the day-to-day operations of the secretariat (such as members' meetings, workshops, conferences)

His/her qualification:

- University degree in relevant field (political sciences/economy/environment...);
- Deep understanding of the Energy/Renewables sectors at national, EU and world levels (especially in the STE/CSP sector is a plus);
- At least 2-year experience in management/coordination of EU-funded projects (ideally as coordinator of EU-funded projects);
- Experience in coordinating and managing external stakeholders;
- Excellent written and oral communication skills in English (knowledge of writing technical reports is a plus);
- Proficiency with MS Office (Word, Excel, PowerPoint etc.) is a must.

His/her profile:

- Good communication and interpersonal skills and relationship management skills (can quickly establish good relationships with contacts);
- Strong analytical, organisation skills;
- Friendly, helpful, confident and engaging personality;
- Flexible: available to travel when required and able 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 **30/4/2019**.

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.estelasolar.org