



JUNIOR PROGRAMME MANAGER – ENERGY EFFICIENCY & CIRCULAR ECONOMY

ECOS is a European non-profit organisation which promotes and defends the environmental interests in the development of standards and product laws, especially those supporting European policy objectives. ECOS aims to combat climate change, promote clean energy, and work for a circular economy. ECOS represents over 45 member organisations in Europe and beyond.

ECOS is looking for a highly motivated Junior Programme Manager to join our team working on energy efficiency (focused on ecodesign) & circular economy (including on bioeconomy) at the European and international level. The position is for a fixed 12-month term, starting asap.

Your main tasks will be to:

- Manage ECOS' activities related to the inclusion of environmental aspects in European and international technical standards related to energy efficiency and circular economy, in support of European environmental policies
- Represent ECOS in technical meetings and conferences
- Select, manage, and oversee technical experts to assist ECOS' work in the technical committees of the European and international standardisation organisations
- Analyse documents of technical nature, including draft technical standards, and prepare comments and position papers in layman terms
- Develop regular updates, briefings, positions and publications for ECOS' target audiences
- Engage and collaborate with ECOS' members and other NGOs and stakeholders
- Support the organisation of ECOS' events and meetings
- Assist with the preparation of funding applications and reporting
- Undertake administrative and budget management work related to specific projects

Skills and experience required:

- Commitment to the values, vision and mission of environmental NGOs
- University degree in natural/environmental science or engineering
- Good understanding of EU policy making processes and broader regulatory environment, in particular, environmental protection and/or energy issues
- Good understanding of technical work and/or standardisation processes especially of the European standardisation organisations CEN and CENELEC, and their international counterparts ISO and IEC
- Familiarity with European Union funded projects
- Strong analytical skills & ability to translate technical information into digestible information
- Excellent time and project management skills, budget management skills an asset
- Ability to work effectively both independently and as part of a team
- Excellent writing, communication, networking and negotiation skills
- Fluent English, other languages an asset

How to apply:

Applicants should send a CV and cover letter by no later than midnight 25 September 2018 to: info@ecostandard.org, with the subject line "**JUNIOR PROGRAMME MANAGER: your name**".

The first round of interviews will take place end September, on a rolling basis so please submit your application as soon as possible. Please note that ECOS will not be able to reimburse expenses for interviews. We regret that only short-listed candidates will be contacted.