

## Project Officer – Energy Efficiency Projects

**Position open: Project Officer**

**Starting date: March-April 2025**

**Closing date for application: 06 March 2025**

[Eurochambres](#) – the association of European chambers of commerce and industry – represents over 20 million businesses via its network of national chambers across Europe. Chambers' member businesses – of which around 93% are SMEs – collectively employ over 120 million people.

We are seeking to recruit a full-time **Project Officer** to oversee the implementation of two projects funded under the EU LIFE Programme for environment and climate action. The projects aim to increase the uptake of energy efficiency measures by SMEs in specific sectors.

### **Responsibilities:**

The successful candidate will be in charge of the daily management of the projects and will thus:

- Oversee the correct and successful implementation of project activities by the consortium members,
- Guide the work package leaders in the implementation of their respective tasks,
- Monitor the projects' implementation in line with the established monitoring framework,
- Engage with stakeholders in the field of energy efficiency,
- Act as the main point of contact with the contracting authority,
- Draft technical and financial reports,
- Organise project related meetings and/or events,
- Ensure effective communication and dissemination on the projects in collaboration with Eurochambres communications colleagues.

### **Requirements:**

- Minimum 3 years of EU funded project management experience,
- Sound knowledge of EU sustainability policies,
- Strong organisational skills,
- Excellent spoken and written English and good knowledge of at least one other European language,
- Excellent knowledge of MS Office (SharePoint, Word, Outlook, Excel, PowerPoint, Teams) and similar tools,
- Excellent knowledge of social media communication and online meeting tools,
- Ability to work both in a team and autonomously,
- Communication skills.

### **Advantageous:**

- Experience in writing EU project proposals;
- Understanding of the EU LIFE Programme.

### **We offer:**

- A challenging international working environment.

- Possibility to grow personally and gain professional experience.
- Indefinite full-time contract.
- Competitive advantages in addition to the remuneration (hospitalisation insurance, medical and dental insurance, luncheon vouchers, 13th month, extra-legal holidays)

### **How to apply?**

Candidates should submit their letter of motivation and CV to [job@eurochambres.eu](mailto:job@eurochambres.eu) with the subject line “**Project Officer – Energy Efficiency Projects**” by **6 March**. Only shortlisted candidates will be contacted. Please refer carefully to the requirements and consider if your profile aligns with them before applying.