

REHVA is hiring an Assistant Project Engineer

REHVA, founded in 1963, is the European professional umbrella organisation that joins national associations of building services engineers. Today REHVA represents 120.000 HVAC designers, engineers, technicians, and experts from 27 European countries.

REHVA provides its members with a platform for international knowledge exchange, contributes to technical and professional development, follows EU policy developments, and represents the interests of its members in Europe and in the world.

REHVA MISSION AND OBJECTIVES

- Advocating health, comfort, productivity and energy efficiency in all buildings and communities
- Promoting high quality HVAC engineering practice through technical guidance aiming at zero energy and adequate ventilation in European buildings, as well as training, standardization, and certification
- Development and deployment of advanced HVAC system technologies, including design tools for healthy and energy efficient buildings
- Promoting European engineering knowledge, HVAC technologies, and European standards
- Supporting the education of young HVAC engineers, and the continuous professional development of building services professionals
- Acting as the single voice of European building service engineers

More information about REHVA: www.rehva.eu

JOB DESCRIPTION

An important field of our activities is the participation in international research and innovation projects supported by the EU. To support this activity REHVA is recruiting a junior Assistant Project Engineer for the technical and administrative implementation of EU funded projects, support the work of the Technical and Research Committee and assist to the content management of the REHVA website.

Task and responsibilities:

- Implementation of Horizon2020 research and innovation projects, preparing work plans, project reports, working documents
- Conducting research and data search on specific technical issues in the field of energy efficiency in buildings related to EU research projects
- Organisation of project meetings, support and coordinate technical expert groups, prepare summaries and minutes in English
- Organisation of seminars and dissemination activities related to EU projects

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- Content management of the REHVA website, project websites, and social media
 - Drafting short articles, prepare presentations of REHVA technical activities and EU projects
 - Supporting REHVA Task Forces and REHVA experts work in writing REHVA guidebooks and publications
 - Development of expert databases

Profile:

- Interest in buildings energy efficiency, research and technologies to ensure excellent indoor climate and high energy performance
- University degree in building services / energy engineering or other sustainable energy related fields
- Fluency in English, the working language of the Association is English
- Previous experience with EU project implementation is an asset
- Knowledge of EU and national policies and regulations on buildings energy efficiency
- Advanced IT user skills, including MS Office and familiarity with website content management systems
- Excellent organisation and coordination skills, ability to do multi-tasking and work planning
- Good presentation and communication skills
- Intercultural skills, ability to work in an international environment
- Knowledge of French language is an asset

Eligibility criteria:

- Applicants must have a citizenship of the European Union or a valid work permit in Belgium

What we offer:

- A full-time fixed term contract under Belgian law (CDD), which can be renewed
- Remuneration according to experience with an attractive benefits package
- Professional networking and development opportunities with experts across Europe representing HVAC industry and academic sector

If you are interested, submit your application (CV and cover letter) in English to the email address gm@rehva.eu. Use the email subject: “*Application APE 2019*”.

Deadline for application: **18 September 2019**.

Contact:

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