

## REHVA is hiring a Project Officer

REHVA, the Federation of European HVAC Associations, is a European umbrella organisation of national engineering societies, representing 120.000 building services engineers from 26 European countries that pursue the vision of a healthy, sustainable, and connected built environment.

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 worldwide.

### REHVA MISSION AND OBJECTIVES

- Advocate healthy indoor climate, comfort, energy efficiency and decarbonisation in all buildings and communities
- Disseminate latest research results, promote European engineering knowledge, advanced HVAC technologies, and European standards
- Monitor and shape EU policy and regulatory development, promote harmonisation
- Support the education and continuous professional development of HVAC engineers
- Act as the voice of European building services engineers

### JOB DESCRIPTION

One of our key activity fields is the participation in international research and innovation projects funded by the EU. To strengthen our EU project team, we are recruiting a Project Officer to implement and manage EU projects, support knowledge dissemination and communication to our members and stakeholder network, as well as assist the work of the REHVA Technology and Research Committee and expert Task Forces.

#### Task and responsibilities:

- Implement and manage EU funded RDI projects as partner and work package leader (Horizon Europe, Life, H2020, etc.).
- Plan and implement dissemination and communication activities, develop & manage communication channels, including websites and social media.
- Produce digital and offline communication and promotion materials (newsletters, leaflets, videos, infographics, factsheets, etc.), liaise with suppliers.
- Organise and assist project meetings, dissemination events, engage with stakeholders.
- Draft project reports, deliverables, articles, project news etc.
- Assist proposal writing and develop new projects.
- Secretarial assistance to the REHVA Technology and Research committee and Task Forces.

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## Job requirements:

- Advanced University degree in engineering, EU studies or communication sciences with an affinity for innovation and technology development. Other relevant fields may be considered as well.
- At least 1-year experience in implementing and managing EU projects and dissemination activities. EU proposal writing experience is an asset.
- Knowledge of EU energy and climate policies, specialisation on building energy performance and decarbonisation policies is an asset.
- Near-native level of spoken and written English, French is an asset.
- Proficiency with Microsoft Office, advanced digital literacy, experience with website content management systems.
- Experience with professional social media communication.

## Your profile as ideal candidate:

- Excellent communication and presentation skills, ability to understand and communicate complex issues in a simple manner.
- Interest in (building) technologies and innovation. Experience with EU research activities and networks is an asset.
- Good coordination skills, ability to facilitate and support the work of technical expert groups. Work experience in an EU level association is an asset.
- Well organised and a quick learner, ability to multi-task and prioritize in a dynamic work environment
- Pragmatic problem-solving attitude

## Eligibility criteria:

- Applicants must have an EU citizenship and the right to work in Belgium.

## What we offer:

- A full-time fixed term contract under Belgian law (CDD) with possible extension to undetermined contract depending on performance.
- Remuneration according to experience with an attractive benefits package.
- REHVA offers an international work environment with mentoring and support for professional development, networking opportunities with experts from industry and academia. You'll be part of a small, young, and flexible team.
- The position involves frequent travelling. The location of work is Brussels with the possibility part-time remote working.

## Application process:

Please submit a **CV and cover letter** in English to [info@rehva.eu](mailto:info@rehva.eu) with the subject "Project Officer".

**Interviews will be organised on a rolling basis**, early applicants may be called for interview before the application deadline, **submit your application as soon as possible**.

The deadline for application is **28 February 2022**.

Tentative starting date: March 2022

More information about REHVA: [www.rehva.eu](http://www.rehva.eu)