

REHVA is hiring a Technical and EU 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

REHVA is recruiting a Technical and EU Project Officer to implement EU projects, contribute to knowledge development, dissemination, and capacity building of professionals and act as secretary of the REHVA Technical and Research Committee (TRC) and other technical working groups in the fields of HVAC system design, energy performance, indoor environmental quality (IEQ), digitalisation and decarbonisation of technical building systems. Topics covered by the EU projects and technical activities of REHVA include smart buildings, next generation Energy Performance Certificates, EN/ISO EPB standards, Smart Readiness Indicator, Building Renovation Passports, Digital Building Logbooks, BIM, and digital twins.

RESPONSIBILITIES

- Technical implementation and administrative management of EU research and innovation projects as partner and work package leader (Horizon Europe, Life, Horizon 2020, etc.).
- Planning and implementing dissemination and communication activities, presenting project results, drafting technical articles and news, manage communication channels (e.g. websites, social media).
- Organise and facilitate technical workshops, project meetings, and dissemination events (e.g., CLIMA congress, REHVA Brussels Summit, EUSEW, Sustainable Places, European Utility Week), engage with EU level and national stakeholders.
- Preparing technical documents and reports by gathering, analysing, and summarizing relevant information. Drafting EU project reports and deliverables.
- Providing secretariat for the TRC and Task Forces (e.g., organise meetings, take meeting minutes, support the elaboration of technical guidelines, training materials and fact sheets).
- Close collaboration with project partners, REHVA Member Associations, stakeholders, and technical experts.

JOB REQUIREMENTS

- Advanced University degree in building or energy engineering. Other relevant fields combined with proven work experience related to building technologies and research may be considered a good fit as well.
- 1-3 years work experience linked to building technologies, IEQ, energy performance, decarbonisation, smart buildings, and digital transformation. Experience with EU funded research projects is a strong asset.
- Interest in the EU policies related to energy efficiency, building energy performance, energy renovation, building decarbonisation and digitalisation.
- Proficiency with Microsoft Office, advanced digital literacy, experience with website content management systems.
- Experience with database management, energy simulation software, BIM tools is an asset.
- Excellent level of spoken and written English.
- Work experience in a professional association is an asset.

DESIRABLE SKILLS

- Excellent communication, drafting and presentation skills, ability to understand and communicate complex issues in a concise and simple manner. Experience with professional social media communication.
- Good coordination skills, ability to facilitate and support the work of technical expert groups. Previous experience in an EU level professional 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.
- Strong organizational skills and good time management.

WHAT REHVA OFFERS

- A full-time permanent contract under Belgian law 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, academia, and policy makers.
- You'll be part of a small, dynamic, and flexible team.
- The position involves frequent travelling. The location of work is Brussels with the possibility part-time remote working.

APPLICATION PROCESS

Applicants must have an EU citizenship or a valid work permit in Belgium.

Submit **your CV and a motivation letter** in English to info@rehva.eu with the subject "Technical and EU Project Officer".

Interviews will be organised on a rolling basis, so the position may be filled before the deadline. Submit your application as soon as possible.

Deadline for application: **13 November 2022.**

Starting date: as soon as possible

Only shortlisted candidates will be contacted.

More information about the technical scope of the position: Andrei Litiu, avl@rehva.eu

More information about REHVA: www.rehva.eu