

Job description

Project Assistant

International Cooperation Department

Full-time, availability from October 2020

Location: Brussels, Belgium

Background on SolarPower Europe

SolarPower Europe is a member-led association representing the European solar PV sector. SolarPower Europe's aim is to ensure that more energy is generated by solar than any other energy source by 2030 and lead our members to make solar the core of a smart, sustainable and inclusive energy system. We are an award-winning association and have over 200 members spanning 35 countries. We aim to produce thought-leading energy market analysis and support the business of our members through creative and successful advocacy campaigns.

SolarPower Europe is involved in several international cooperation and research projects funded and mandated by organisations such as the European Commission and the German development cooperation (GIZ). Ongoing programmes SolarPower Europe is involved in include GET.invest, a European programme mobilising renewable energy investments in Africa and beyond, the Indo-German Energy Forum implemented by GIZ; the EU-India Clean Energy and Climate Partnership implemented by PwC; TRUST-PV, a Horizon 2020 project aimed at increasing performance and reliability of solar PV systems; and RES-Simplify, an EU-funded project aimed at the simplification of permission and administrative procedures for renewable energy installations in Europe.

We are seeking a highly motivated and detail-oriented Project Assistant who will be in charge of assisting the Head of International Cooperation in organising the association's ongoing projects. This task involves monitoring project plans, schedules, work hours, budgets, and expenditures, organising and participating in stakeholder meetings, liaising with technical project experts, and ensuring that project deadlines are met in a timely manner, and supporting the preparation of new project proposals. To be successful as a Project Coordinator, you will need to be able to work on tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, and have outstanding written reporting skills. A bachelor's degree in a related field of study and at least two years of relevant experience is required for consideration.

We offer a dynamic working environment within a close-knit and multicultural team in Brussels. This position is a perfect opportunity for an ambitious and talented individual to work in a continuously evolving market and develop knowledge of solar PV while strengthening project management skills.

Job responsibilities:

Reporting to the Head of International Cooperation, The Project Assistant will:

- Maintain and monitor project plans, project schedules, work hours, timesheets, budgets and expenditures.
- Organise, attend and participate in stakeholder meetings.
- Document and follow up on important actions and decisions from meetings.
- Prepare necessary presentation materials for meetings.
- Prepare minutes, articles, newsletters, social media posts based on project results.

- Ensure project deadlines are met.
- Determine project changes and assess project risks and issues to provide solutions where applicable.
- Provide administrative support as needed.
- Provide input on project strategies.
- Ensure projects' compliance to grant regulations and procedures.
- Create a project management calendar for fulfilling each goal and objective.
- Liaise and coordinate with other team members of SolarPower Europe who are technical project experts, in particular the International Cooperation Advisor.
- Support the preparation of new project proposals, in particular on project management aspects (such as timeline, budget).
- Undertake project tasks as required, performing other related tasks or duties as applicable.

Profile:

- A university degree in a relevant discipline such as Project Management, International Business or similar.
- At least 2 years work experience in related field.
- Outstanding project management and organisation skills.
- Familiarity with international development cooperation projects as well as grant funders such as the EU Commission, GIZ, etc. Knowledge of the EU's Horizon 2020 programme is an asset.
- Experience in project proposal preparation is an asset.
- Familiarity with the renewable energy sector is an asset, but not essential.
- Ability to work effectively both independently and as part of a team.
- Outstanding written reporting skills.
- Experience using computers for a variety of tasks with competency in Microsoft applications including Word, Excel, and Outlook.
- Knowledge of file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.
- Fluency in English is essential and fluency in French or German is considered an asset.

Application:

A CV (maximum 2 pages) and a short motivation letter (1 page) should be sent to recruitment@solarpowereurope.org until **7 September** at noon quoting "**Project Assistant – International Cooperation**" in the subject line.

Please note that only short-listed candidates will be contacted for an interview. Applicants must be EU citizens or have a valid work permit.

For more information on SolarPower Europe, please visit www.solarpowereurope.org