



## Project Officer - NetZeroCities

### Organisation

Eurocities, the network of major European cities, is recruiting a Project Officer to work in the field of climate neutrality.

The candidate would start in October 2024.

Eurocities is a dynamic and international team where we trust in people, value constructive exchanges and collaborative work. We help people thrive in a friendly, open and healthy environment while promoting a work/life balance.

### About the project

**NetZeroCities (NZC)** is an initiative launched as part of the European Green Deal and directly supporting the European Commission's *Mission for 100 Climate-neutral and Smart Cities* by 2030. NZC is being implemented by a 33-member consortium comprising diverse partners from across Europe, supporting the 112 Mission cities to achieve the Mission objectives through expertise, tools and guidance, capacity building and knowledge sharing, and innovative approaches to systemic change.

### Position Overview

Eurocities is seeking an enthusiastic and organised, early career Project Officer to join our Climate & Environment Team to work on NetZeroCities. This role offers a unique opportunity to contribute to impactful climate action projects, gain hands-on experience in project management, and facilitate knowledge exchange between cities. The ideal candidate will possess strong organisational skills, proficiency in various IT applications, and a keen interest in climate action and urban sustainability.

This role offers the chance to contribute to significant climate action projects and initiatives, providing you with the opportunity to:

- Gain hands-on experience in project management and knowledge exchange.
- A collaborative and dynamic work environment with a passionate team.
- Professional development opportunities in the fields of climate neutrality and urban sustainability.

### Responsibilities

As Project Officer, you will work as part of the broader Climate and Environment team and support the implementation of this project. You will work with the Senior Project Coordinator, as well as Eurocities colleagues and the European Commission. In this role, you will:

- **Financial Documentation:** Ensure accurate and timely finance documentation for projects, including tracking expenditures, processing invoices, and maintaining financial records.

- **Meeting & Workshop Coordination:** Organize and coordinate meetings and workshops with cities and partners. This includes managing logistics, preparing agendas, and ensuring effective follow-up.
- **Event Support:** Assist in the planning and execution of study visits and peer learning events between cities, facilitating the exchange of best practices and innovative solutions.
- **Knowledge Exchange:** Support initiatives aimed at promoting knowledge exchange and policy development related to climate neutrality in cities.
- **IT & Administration:** Utilize various IT applications (Microsoft suite, Miro, Notion, etc.) to manage project tasks, documentation, and communication effectively.
- **Communication:** Draft and edit reports, presentations, and other communication materials. Maintain clear and professional communication with internal and external stakeholders.
- **Drafting documents:** including the development of case studies on innovative local climate action.

## Profile

You are an experienced professional who is full of initiative, self-driven, curious, creative, flexible and results-oriented.

The skills and experience to do this job successfully include\*:

- **Education:** Bachelor's degree in Environmental Studies, Urban Planning, Public Policy, Project Management, or a related field.
- **Experience:** 1 to 2 years of prior experience in project support or coordination is preferred. Familiarity with IT applications including Microsoft suite, Miro, and Notion is essential.
- **Skills:**
  - Excellent written and verbal communication skills in English.
  - Strong organisational and multitasking abilities.
  - Detail-oriented with a commitment to accuracy.
  - Ability to work independently and as part of a team.
  - Demonstrated interest in climate action, sustainability, and urban development.

## Assets:

- Understanding of Horizon Europe projects (in particular, related to climate action).

\* We are looking for candidates who fulfil most of these criteria, but do not hesitate to apply if you think that you could be a good fit for the position.

## We offer

- a full-time position as employee, under Belgian legislation. The selected candidate will need to either live in Belgium or be willing to move to Belgium for the duration of the contract (candidates need to provide a Belgian address)
- an 18-month contract, starting in October 2024 until 31 May 2026
- 2.300 € - 2.600 € monthly gross salary, according to profile and experience
- flexible working hours
- part-time teleworking

## Benefits

Meal vouchers, pension plan, hospitalisation insurance, public transport costs, 13th month, éco-chèques, 90€ net per month of teleworking allowance, training opportunities.

## How to apply

Applicants are requested to send a letter of motivation, explicitly describing point by point their relevant experience and linking it to the requirements for the position, in one page maximum, together with a CV with (including your current or last employer) by 12:00 **CET on 23 August 2024** to: Patricia de Wouters, People and Operations Director, at [jobs.climate@eurocities.eu](mailto:jobs.climate@eurocities.eu).

Please send the documents in pdf format and mention '**project officer NZC**' in the subject line.

We are aware that you might use AI when applying for this position. It's perfectly fine to use AI to brainstorm, structure your ideas or edit your language. Just please be aware that while AI is one of the tools we use in Eurocities, the main tool we need for the work here is our brains: This is a content-based position, and one that AI cannot do for you. Please keep this in mind during the process to avoid disappointment on both sides later in the process. We want to use this interview to get to know you and your ideas, not what ChatGPT thinks the best answers are.

Applicants are encouraged to apply as soon as possible as applications will be assessed daily and interviews may take place before the application deadline.

or

**Interviews will be held in-person in Brussels (or online if the candidate cannot be in Brussels) on 4 & 6 September 2024.**

Only shortlisted candidates will be contacted for an interview. CV and personal data of non-selected candidates are not shared with anyone outside Eurocities and will be deleted immediately after the recruitment process. For more information, read our privacy policy.

[eurocities.eu](https://eurocities.eu)