



OPERATIONS & COMMUNICATIONS MANAGER JOINT PROGRAMME PHOTOVOLTAICS

EERA – European Energy Research Alliance

Brussels – Belgium

DESCRIPTION OF THE MISSION

The European Energy Research Alliance (EERA) AISBL is the largest alliance for low-carbon energy research in Europe. Bringing together more than 250 organizations from 30 countries to develop shared priority-setting and research projects, EERA has become the key actor for coordinating publicly financed European Energy R&D and works in close cooperation with the European Commission.

EERA currently runs 18 Joint Programmes covering research in materials, technologies and systems including policy and social aspects, aligned with the priorities for low carbon technologies defined in the EU SET-Plan. The Joint Programme on Photovoltaic Solar Energy (JP PV) has more than 30 partners representing relevant research groups on solar energy in Europe.

EERA is looking for an **Operations & Communications Manager** to coordinate and manage the administration and operation of the JP PV.

The workplace is in the EERA AISBL offices in Brussels as part of the EERA AISBL team.

KEY RESPONSIBILITIES

Supporting the EERA JP PV Management Board and Steering Committees

- Providing advice and support to the JP PV members on the priorities and operations of EERA and the JP PV, while facilitating interactions with key stakeholders such as the JP PV Steering Committee (SC) and the JP PV Management Board (MB).
- Developing and preparing materials, presentations and documentation to support discussions and decisions during SC and MB meetings.

- Acting as a reliable, trustworthy and proactive assistant to the Joint Programme ensuring the smooth organisation of its activities.

Operational responsibilities for the EERA JP PV

- Overall operational tasks: Responsible for all operational aspects linked to the management of the JP PV.
- Internal communication: Oversee communication within the JP PV, e.g. updating contact lists, SharePoint pages, meeting calendars, information sharing to all partners, etc.
- External communication: manage and update the JP website and social media platform.
- Event planning and organisation: Take charge of planning and organizing events and key programme activities. This includes liaising with local organizers, handling budgets, managing logistics, ensuring smooth communication, and overseeing all aspects of event execution.
- Assist JP PV members in organizing meetings and workshops, including planning and drafting meeting agendas and notes for Steering Committee (SC) and Management Board (MB) meetings.
- Provide assistance with the proceedings, logistics, and follow-up of scientific workshops.
- Monitor European Research Programmes to ensure alignment with JP PV activities and strategic priorities.
- Manage relationships with member organizations, including maintaining the membership database.
- Other administrative work for the JP PV in general or in relation to EERA AISBL.

SKILLS & EXPERIENCE

General requirement

- Hold a degree from Higher Education; a university degree or equivalent is appreciated but not mandatory.
- Two years of relevant work experience related to office/operations management, preferably in an international/multi-cultural environment.
- Applicants must be legally entitled to work in the EU.

Technical skills

- Excellent and proven organizational and teamwork skills.
- Excellent oral and written communication skills in English; knowledge of other European languages is an asset, and knowledge of French is desirable.
- Proficient project management skills.

- A strong understanding of European institutions and research-related administrative processes is highly desirable.
- Proficient in computer applications, particularly MS Office and web-based tools; experience with design software, including Canva, is a plus.

Personal skills

- Empathy and willingness to work in a highly interactive team.
- Interest in working in international and multicultural settings.
- Quick learner, ability to take initiative, self-manage projects, and work independently
- Ability to prioritise workload and meet deadlines.
- Very organised with a strong attention to detail and ability to communicate to a group of different audiences.
- Excellent interpersonal skills and ability to work as part of a team.
- Diplomatic and tactful, with a non-judgmental approach and the ability to connect with individuals across all levels and cultural backgrounds.
- Adaptable and able to thrive in dynamic, changing environments.

TERMS OF THE CONTRACT

- The opening is for a full-time position (38 hours/week).
- Starting date is March 2025.
- Work Location is 72, rue de Namur, 1000 Brussels
- A competitive salary and benefits package with flexible working arrangements.
- Gross salary is from 2.850€ per month, depending on experience.

APPLICATION

Please send your CV and motivation letter (in pdf format) to Sofia Parreira Mesquita (s.mesquita@eera-set.eu) and Martina Campajola (m.campajola@eera-set.eu), mentioning ***Operations & Communications Manager Joint Programme PV*** by 19 January 2025

The motivation letter (1 page maximum) should highlight your reasons for applying and your credentials for the position.

Shortlisted candidates will be contacted within 3 weeks after the application deadline. Due to an expected high volume of applications, those not selected will not be contacted individually. Thank you for your interest in this opportunity, and your understanding throughout the process.