

## EU Projects Officer

<b>Start date:</b> 4 May 2026	<b>Application deadline:</b> 17 April 2026
<b>Type of contract:</b> Permanent contract (CDI)	
<b>Remuneration:</b> between € 2,700 to € 3,000 (based on experience)	
<p>Join a dynamic and international team in the capital of the European Union. Being at the centre of the energy transition, you will gain valuable experience in EU affairs on climate, energy, and environmental topics while developing your project management skills in an entrepreneurial and lifelong learning environment.</p> <p><b>The Role:</b> You will be responsible for:</p> <ul style="list-style-type: none"><li>• Managing your own project(s) from A to Z with support from the other team members.</li><li>• Executing the reporting of projects and constantly adapting and checking the resource distribution with support from the other team members.</li><li>• Participating in and organizing project events and workshops, with support from the other team members.</li><li>• Assisting in the development of new projects/tenders/initiatives proposals with members and partners in line with the association's strategy.</li><li>• Representing the association at meetings and events (e.g., industry fairs) relevant to EHPA's projects work.</li><li>• Networking with new potential project partners.</li><li>• Supporting the projects team.</li></ul>	
<p><b>The Profile:</b></p> <p><b>Qualifications</b> You demonstrate:</p> <ul style="list-style-type: none"><li>• At least 1-3 year of experience in EU project planning and management and/or communication.</li><li>• Knowledge of Horizon Europe and/or LIFE programme procedures, any other program is an asset (e.g., Tenders, Interreg).</li><li>• A strong willingness to proactively learn about project proposal drafting and EU energy policy / EU research and innovation</li><li>• Excellent organisation skills, with an aptitude in planning effectively to meet deadlines and to go beyond the project proposal ambition</li></ul> <p><b>Personal and Social Skills</b> You are proud of bringing</p> <ul style="list-style-type: none"><li>• Attention to details.</li><li>• Good communication skills.</li></ul> <p>You enjoy being part of a dynamic international team.</p>	



### **Language Skills**

You have a very good level of English (fluent spoken and written) as it's our working language. Any other EU language is an asset.

### **IT Skills**

You have excellent computer skills (Microsoft 365 & Apple environments).

### **EDUCATION:**

You have relevant academic background in sustainability, climate, environment, economics, project management communication or similar.

### **The Offer:**

We offer a permanent contract with a competitive salary aligned to EHPA internal matrix, including the holiday pay and end-of-year allowance (13<sup>th</sup> month) . We also offer the following benefits:

- Hospitalisation and medical insurance (DKV)
- Home office allowance: 150€
- Lunch vouchers (8€/day -with an employee contribution of €1.09 )
- Eco-vouchers (250€/year)
- Public transport allowance (56€/month)
- IT material (laptop, phone subscription)
- 5 extra leave days (on top of the 20 legal leave)
- Bike lease option
- Training allowance: up to 1500/year
- Great flexibility in terms of when and where you work

### **REPORTING**

You report to the Head of Innovation and to the Director of Innovation.

### **OTHERS**

The position is Brussels-based. Two days of homeworking in Belgium are allowed per week.

To apply, an EU Citizenship or a valid permit to work in Belgium is compulsory.

### **INTERESTED?**

Please send your CV and motivation letter to [recruitment@ehpa.org](mailto:recruitment@ehpa.org)

**By applying, you consent to sharing your personal information.**

**EHPA commits to erase it after the recruitment procedure unless needed for hiring purposes.**



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