



Project Assistant (6 months internship)

Closing date for applications: 30.06.2022

Location: Brussels

Hours: Full time

Starting date: 1 August 2022

About CLERENS

CLERENS is a leading public affairs and communications consultancy based in Brussels, specialising in advocacy, political and regulatory risk assessment, public funding, and strategic communications. CLERENS consultants have in-depth expertise in energy, environment, climate, and mobility.

Our People

We are a multinational and multilingual team of consultants coming from different backgrounds, sectors, and disciplines. We are committed to offering our clients fresh strategic thinking and excellent networks.

Position summary

The project assistant will support the work of the project team, in the planning, organisation and follow-up of the project activities, in accordance with the project work plan and in cooperation with the partners and stakeholders.

This position offers a great opportunity to gain valuable work experience in project management, consultancy, and technical facilitation in the fields of EU Energy and Environment affairs.

Main Duties:

- Monitor the progress and deliverables of the project;
- Support in proposal drafting;
- Collecting and analysing information, documentation, and data;
- Drafting reports, presentations, and other material;
- Participating in various technical and communication tasks;
- Attending and reporting on project meetings;
- Liaising with relevant experts and stakeholders;
- Performing various administrative and technical tasks linked to the project
- Active contribution to day-to-day operations;

Requirements and competencies:

- University or advanced degree
- Excellent written and oral communication skills in English;
- Ability to communicate effectively, both orally and in writing;
- Knowledge of EU funding programmes (such as Horizon 2020 and CEF...), Grants and Procurement notices (service contracts), and some experience within project management and implementation;

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Avenue Adolphe Lacomblé 59 – 1030 Brussels, Belgium – Tel. +32 2 743 2981 – www.clerens.eu



- Proficiency with MS Office applications and the Internet is a must, and acquaintance with other software is a strong advantage;
- Knowledge of communication tools is a plus;
- Ability to manage stress, multiple deadlines and effectively prioritise workload
- Proactive, positive attitude, flexible, team player

Please send a motivation letter and CV (max. 1 page each – due to the expected high number of applications, longer applications might not be taken into account) by email in English at jobs@clerens.eu mentioning “CLERENS Project Internship” in the subject line.

Be aware that applications are reviewed continuously upon arrival; therefore, application as soon as possible is advisable.