



ASSISTANT – PUBLIC AFFAIRS – Waste-to-Energy

Closing date for applications: 04.08.2022

Location: Brussels

Hours: Full time

Starting date: 29.08.2022

About CLERENS

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

Position summary

The Assistant will support the work of the public affairs team for ESWET (www.eswet.eu).

With 33 members which are all suppliers of the components of Waste-to-Energy plants and are active building and maintaining Waste-to-Energy plants in Europe and throughout the world, ESWET aims to raise awareness of the positive implications of Waste-to-Energy in terms of sustainable waste management, clean and reliable energy, and protection of the environment.

This internship in the policy team offers a great opportunity to gain valuable work experience in European Union (EU) affairs, energy, and environment issues. Besides learning about Waste-to-Energy and the energy sector, the trainee will gain insight into association management and will have the chance to work in a dynamic and international team.

Main Duties:

As a full-time trainee within ESWET, your main responsibilities will include:

- Conducting comparative research on EU and Member State policies and regulation in the energy sector;
- Monitoring the latest European news/activities related to EU energy, research and innovation (R&I), climate change, and environment policies;
- Supporting the policy team in the drafting of position papers, press releases, and presentations;
- Preparing for and participating in conferences, workshops, and networking events gathering key EU policymakers and stakeholders;
- Assisting with internal committee meetings and teleconferences; supporting the organisation of Task Forces and Working Groups;
- Supporting the ESWET team in its day-to-day operations;
- Performing various administrative tasks;

Requirements and competencies:

- University or advanced degree;
- Interest in environment and energy issues;
- Fluency in English is a prerequisite, any additional EU languages are an asset;
- General knowledge of the EU institutions;
- Good IT skills, including Microsoft Office and Web Content Management Systems;
- Ability to take initiatives and organise your work autonomously;
- Positive attitude, flexible, team player, sense of humour;
- Strong analytical, organisational and communication skills;
- Ability to learn fast and work on a wide range of issues.

Our Offer

- A challenging, multi-faceted role in a small team with room to grow and take on additional responsibilities.
- We offer a remunerated traineeship in a stimulating and dynamic international environment for a period of **6 months**. Candidates must be eligible for a [Convention D'immersion Professionnelle](#) (CIP).

Please send a motivation letter and CV (max. 1 page each – due to the expected high number of applications longer applications will not be taken into account) by email in English at jobs@eswet.eu

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