



## EU Project Manager

**Start date:** As soon as possible

**Deadline for applications:** 01/10/2022

**Location:** Brussels

**Experience:** 3-5 years

**Hours:** Full time

### About CLERENS

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

Our Projects team has extensive expertise in writing, managing, coordinating, implementing and monitoring EU-funded projects, acting as a partner and supporting companies in accessing EU-funded R&I schemes.

We provide our clients with a complete range of services, from proposal writing, consortium building to full project management. We ensure a complete administrative support and, thanks to our network, a smooth and successful consortium building processes as well as support in identifying experts.

### Position Summary

Under supervision of Project Management Team Leader, the Project Manager will support the work of the project team in the planning, organisation and follow-up of the proposal and project activities, in accordance with the work plan and in co-operation with the partners and stakeholders.

This position offers a great opportunity to work in project management, proposal writing and consultancy in the fields of EU Energy and Environment affairs.

### Main Duties

As a full-time Project Manager within CLERENS, your main responsibilities will include:

- Management of several projects funded or co-funded by the European Commission;
- Support clients in the definition of their EU funding priorities;
- Write and submit proposals under EU funded programmes (Horizon Europe, CEF, Innovation Fund);
- Managing CLERENS consultants and project assistants involved in the projects of your portfolio;

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- Support Project Manager and Communication Officer in organising events and work meetings;
- Monitor the progress of the projects and ensuring compliance with European rules for project implementation;
- Encode and file all the financial documents such as: reports, reimbursement forms, invoices, credit notes and contracts;
- Active contribution to day-to-day operations.

### Requirements and Competencies

- A minimum of 3-5 years of previous relevant experience in managing EU Funded projects;
- Track records in management of EU funded projects and successful application to EU funding schemes or tenders;
- University or advanced degree;
- Good Knowledge of EU funding programmes (such as Horizon Europe, Innovation Fund, EIC ect...), Grants and Procurement notices (service contracts) and project management and implementation;
- Previous experience in energy, environment etc. sector is an asset;
- Strong interest in energy storage technologies, applications, and role in the broader energy system;
- Capacity to collect, organise and analyse quantitative and qualitative data;
- Fluency in English is necessary; any additional European languages (German, French, etc.) are an asset;
- Ability to communicate effectively, both orally and in writing;
- Proficiency in MS Office applications and Internet is a must, acquaintance with other software is a strong advantage;
- Ability to manage stress, multiple deadlines and effectively prioritise workload;
- Organised and meticulous, proactive, positive attitude, flexible, team player.

### We Offer

- The opportunity to work for fast growing company promoting cutting-edge technologies to support the energy transition;
- A stimulating and dynamic international environment;
- Opportunities to develop skills and understanding of the fast-moving energy sector;
- A competitive salary and benefits;
- A flexible work environment.

Please send a cover 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](mailto:jobs@clerens.eu) writing “**CLERENS Project Manager**” in the subject line.