



EU Project Manager

Start date: As soon as possible

Deadline for applications: 28.03.2023

Location: Brussels

Experience: 1-3 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 1-3 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 a 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 writing “**CLERENS Project Manager**” in the subject line.