



Project Assistant (6 months internship)

Starting date: As soon as possible

Closing date for applications: 14th March

Location: Brussels

Hours: Full time

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 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 co-operation with the partners and stakeholders.

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

Candidates must be eligible for a Convention D'immersion Professionnelle

Main Duties:

- Support in various tasks and deliverables of EU-funded projects;
- Support in proposal drafting;
- Collecting and analysing information, documentation, and data;
- Support in 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;
- Support in financial monitoring and financial reporting;
- Active contribution to day-to-day operations.

Requirements and competencies:

- University or advanced degree is a must. Degree in the field of Chemistry/Engineering, Renewable Energy and Storage, Sustainability, Environment, European Law, Economics or similar is an advantage;
- 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 Europe, Innovation Fund, CEF...), Grants and Procurement notices (service contracts), and some experience within project management and implementation is a big advantage;
- Proficiency with MS Office applications and Internet is a must, 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;
- Strong interest to learn and develop in the field of EU funded projects.

We Offer

- 6 months internship contract with € 900+ net salary per month;
- Possibility to work from home in Belgium 2 days a week;
- A stimulating and dynamic international environment;
- Opportunities to develop skills and understanding of the fast-moving energy sector.

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 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.