



POLICY OFFICER – ENERGY EFFICIENCY & CIRCULAR ECONOMY

ECOS is a non-profit organisation which promotes and defends environmental interests in standardisation and European product policies. ECOS aims to combat climate change, promote clean energy, and work for a circular economy. ECOS represents 44 member organisations, including the EEB, FoEE, T&E and WWF.

ECOS is looking for a highly motivated Policy Officer to join our team (until end of 2018) working on energy efficiency (focused on ecodesign) & circular economy (focused on bioeconomy) at the European and international level.

Your main tasks will be to:

- Manage ECOS' activities related to the inclusion of environmental aspects in European and international technical standards related to energy efficiency and circular economy, in support of European environmental policies
- Represent ECOS in technical meetings and conferences
- Select, manage, and oversee technical experts to assist ECOS' work in the technical committees of the European and international standardisation organisations
- Analyse documents of technical nature and prepare comments and policy positions in layman terms
- Develop regular updates, briefings, positions and publications for ECOS target audiences
- Engage and collaborate with ECOS members and other environmental NGOs
- Operate ECOS task forces comprising experts and NGO policy staff
- Support in the organisation of ECOS events
- Assist with the preparation of funding applications and reporting, and undertake administrative and budget management work related to the projects you will be involved in

Skills and experience required:

- Commitment to the values, vision and mission of environmental NGOs
- University degree in natural/environmental science or engineering
- Good understanding of EU policy making processes and broader regulatory environment, in particular, environmental protection and/or energy issues
- Good understanding of technical work and/or standardisation processes especially of the European standardisation organisations CEN and CENELEC, and their international counterparts ISO and IEC
- Familiarity with European Union funded projects
- Strong analytical skills & ability to translate technical information into digestible information
- Excellent time and project management skills, budget management skills an asset
- Ability to work effectively both independently and as part of a team
- Excellent writing, communication, networking and negotiation skills
- Fluent English, other languages an asset

How to apply:

Applicants should send a CV and cover letter by no later than midnight 28 February 2018 to: info@ecostandard.org, with the subject line "**POLICY OFFICER ENERGY EFFICIENCY & CIRCULAR ECONOMY: your name**".

The first round of interviews will take place in the first half of March. Please note that ECOS will not be able to reimburse expenses for interviews. We regret that only short-listed candidates will be contacted.