

## PROGRAMME MANAGER – ENERGY EFFICIENCY

**Due to expansion, ECOS is looking for a highly motivated Programme Manager to join our team to work on energy efficiency (products & buildings).**

ECOS is a European non-profit organisation which promotes and defends the environmental interests in the development of standards and product laws, especially those supporting European policy objectives. ECOS aims to combat climate change, promote clean energy, and work for a circular economy. ECOS represents nearly 50 member organisations in Europe and beyond.

### Your main tasks will be to:

- Manage our activities aiming to include ambitious environmental aspects in European and international technical standards & policies related to energy efficiency (products & buildings)
- Represent ECOS in technical meetings as well as political fora
- Select, manage, and oversee technical experts to assist our work in the technical committees of the European and international standardisation organisations
- Analyse documents of technical nature, including draft technical standards, and prepare comments and position papers in layman terms
- Develop regular updates, briefings, positions and publications for our target audiences
- Engage and collaborate with our members, other NGOs and stakeholders
- Support the organisation of events and meetings
- Contribute to the preparation of funding applications and reporting
- Undertake administrative and budget management work related to specific projects

### Skills and experience required:

- University degree in natural or environmental sciences or engineering
- Good understanding of EU policy making processes and the broader regulatory environment of at least one of the areas mentioned above
- Good understanding of or interest in technical work and/or standardisation processes especially of the European standardisation organisations CEN and CENELEC, and their international counterparts ISO and IEC
- Commitment to the values, vision and mission of environmental NGOs
- 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 3 March 2019 to: [info@ecostandard.org](mailto:info@ecostandard.org), with the subject line "**PROGRAMME MANAGER-EE: your name**".

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