

Vacancy

Programme Officer - Ecodesign

Application deadline: 1 March 2026

We are looking for a highly motivated Programme Officer to join our Energy Transition team and work on **sustainable production and consumption**. The chosen candidate will closely collaborate with the Circular Economy & Nature team on standardisation, policy developments, and project management related to **ecodesign and energy labelling**, in the framework of the EU's **Ecodesign for Sustainable Products Regulation (ESPR)**. The successful candidate will report to a Senior Programme Manager.

About ECOS

ECOS is an international NGO with a network of members and experts advocating for environmentally friendly standards, policies, and laws. We ensure the environmental voice is heard when these standards are developed and drive change by providing expertise to policymakers and industry players, leading to the implementation of strong environmental principles. Our successes include mainstreaming ecodesign, introducing universal chargers, and improving our right to repair. ECOS is headquartered in Brussels, with a regional office in Nairobi and has an exceptional team of 35+ staff supported by a network of over 50 technical experts and almost 60 member organisations.

www.ecostandard.org

Your main tasks

- Support the development of EU ecodesign and energy labelling policies and standards in the framework of the ESPR.
- Represent ECOS in relevant stakeholder meetings.
- Manage a LIFE project under the guidance of senior colleagues, including planning timelines and milestones, coordinating partners, tracking progress and budget, and ensuring timely, high-quality deliverables and reports.
- Assist in recruiting and managing the work of technical experts.
- Contribute to project and budget management, and to funding applications when necessary.
- Ensure effective coordination with ECOS networks, stakeholders, and members.
- Contribute to raising ECOS' profile and visibility through communications and policy work.
- Collaborate to develop regular updates, briefings, positions, and publications for ECOS audiences.

Skills and experience required

Professional and technical experience

- Minimum 1-3 years of relevant professional experience, preferably with NGOs, institutions, consultancies, or companies working in the environmental field.
- Interest and/or knowledge in the field of Ecodesign and Energy Labelling policies, and of the priority ESPR sectors, such as furniture and footwear, as well as material/energy efficiency of energy-related products.
- Knowledge of sustainable product policies, concepts, and definitions, including Life Cycle Assessment methodologies, such as the Product Environmental Footprint, is a plus.
- Experience in planning, executing, and monitoring complex projects, including timeline management. Experience managing EU projects or LIFE calls is an advantage.
- Demonstrated ability to coordinate multiple stakeholders and manage project teams effectively.

Skills

- Ability to work effectively both independently and as part of a team.
- Ability to communicate effectively, verbally and in writing.
- Ability to work in multicultural environments and good interpersonal skills.
- Strong analytical skills and ability to translate technical content into relatable information.
- Strong writing, networking and negotiation skills.
- Fluent written and spoken English is a must. Other languages are an asset.
- Commitment to the values, vision and mission of ECOS.

What we offer

Competitive compensation

- A two year full-time Belgian contract with a competitive salary package between €3,215 - €3,834 per month, (paid 13.92 times per year), according to the ECOS salary scale. Exact salary will be determined on skills and relevant experience of the candidate.
- An exceptional benefits package including meal vouchers, pension scheme, 13th month, excellent hospitalisation insurance, teleworking allowance, public transport reimbursement, eco-cheques, and additional holidays.

A supportive and rewarding work environment

- A flexible, dynamic, and pleasant international working environment, with an emphasis on transparency, well-being, and personal development.
 - Flexible working environment with flexible hours and teleworking possibilities.
 - Personalised and group training opportunities as part of a personal development plan.
 - Social events including summer retreat, wellness events, teambuilding, and weekly yoga.
- A dedicated and collaborative team with a common goal to protect the environment.
- Regular, internal, team-led workshops fostering collaboration and teambuilding.
- An inclusive and empowering approach to addressing environmental challenges.

How to apply

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Applicants should send their CV (max. 2 pages) and a cover letter (max. 1 page) in English to: careers@ecostandard.org, with the subject line 'Programme Officer - Ecodesign: Your name.'

- Please note that this position is based in Brussels.
- Please note that applicants need to have the right to work in Belgium or the EU.
- We regret that only short-listed candidates will be contacted.

ECOS is an equal-opportunity employer, placing great value on diversity and inclusion in the workplace. We welcome applications from candidates with diverse cultural backgrounds and expertise.

Concerning the use of Artificial Intelligence in applications

We are interested in getting to know your authentic self and your unique set of skills and experiences, which cannot be generated by AI. Please therefore limit the use of AI to reformulation and be aware of its environmental impact. **If you have used AI for your application, please declare it**, indicating what type of AI tools you have used and for what purpose.