Programme Officer – Cooling and Heating

Application deadline: 22 November 2026

We are looking for a highly motivated Programme Officer to join our Energy Transition team, and work on the decarbonisation of the cooling and heating sectors. The successful candidate will report to ECOS Senior Programme Manager, Energy Transition.

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 40+ staff supported by a network of over 50 technical experts and more than 60 member organisations.

www.ecostandard.org

Your main tasks

- Support ECOS position and advocacy activities to obtain ambitious policies and standards that contribute to an energy system that respects planetary boundaries, with a special focus on the decarbonisation of the cooling and heating sectors.
- Under the supervision of senior staff, conduct technical research and analysis.
- Represent ECOS in relevant meetings, such as meetings of standardisation organisations (CEN, ISO), European institutions, international fora and campaigns, workshops, and conferences.
- Assist in selecting, managing, and overseeing technical experts to assist our work.
- Contribute to project and budget management, and to funding applications when necessary
- Support the drafting of impactful communications content for ECOS including articles, opinion pieces, and publications for the different target audiences of the organisation.
- Ensure effective coordination with ECOS networks, stakeholders, and members.
- Contribute to raising ECOS' profile and visibility through communications and policy work.

Skills and experience required

- Minimum 2 years of relevant professional experience working on EU affairs in the environmental field. Experience with civil society organisations is a plus.
- Knowledge in the field of heating and cooling, specifically regarding their decarbonisation path: energy efficiency, renewable energy, clean tech, F-gasses, etc.
- Demonstrated experience in EU and international advocacy is a strong plus.
- 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.
- Excellent time and project management skills.
- Excellent 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 one-year full-time Belgian contract, with the possibility to extend it depending on funding opportunities and performance.
- A competitive salary package between €3,345 - €3,687 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

Application deadline: 22 November 2026 COB

Please note that:

- This position is based in **Brussels**.
- Applicants need to have the existing right to work in Belgium or the EU.

Due to limited staff resources and the number of applications anticipated, **only candidates selected for interviews will receive a reply.**

Please send the following documents to careers@ecostandard.org with the subject line: 'Programme Officer - Heating and Cooling: Your name'. Applications will only be considered if all three elements are provided in line with the instructions.

- A short letter of motivation (max 1 page).
- Your CV (without pictures) (max 2 pages).
- Your responses to the questionnaire (see below).

Questionnaire

Please answer the following question(s) in max 300 words:

- Which challenges and opportunities do you foresee in the heating and cooling sector, from an environmental NGO perspective?

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.