



European Biomass Industry Association Vacancies

Fulltime based in Brussels

Available immediately

EUBIA is looking for a Project Manager for its Brussels headquarters:

The European Biomass Industry Association is looking to recruit a dynamic and motivated Project Manager to expand our Brussels office. The position is full time effective immediately focusing primarily on projects in both the fields of bioenergy research and market implementation. The position also involves supporting association members and the development of the association membership.

Your Profile:

- Engineering degree preferred, but other backgrounds considered with demonstrated experience
- Prior experience and knowledge of the bioenergy sector a must
- Excellent written and spoken English communication skills, more EU languages are an asset
- Well organised, flexible and able to work independently
- Experience with European Commission projects
- Commitment to renewable energy
- EU citizenship

Project Management Tasks:

- Project managing a range of bioenergy projects including responsibility for planning, reporting, execution, budgeting and evaluation
- Liaising with, and reporting to project partners on a timely basis
- Organisation and attendance of project meetings
- Coordination of task forces of several people working together on a joint task, and reporting on the accomplished tasks
- Management and careful control of project finances: subcontracting and analysis of income expenditure and reporting to EUBIA accountant over financial and budgetary issues

Project Proposal Tasks:

- Development of new proposal ideas in close cooperation with biomass industries
- Ensuring EUBIA participation in on-going proposal planning
- Liaising with partners in developing new project ideas
- Drafting all project proposals



European Biomass Industry Association Vacancies

Technical Work:

- Answering requests and queries directed to EUBIA on technical issues
- Maintaining an overview of the developments in the biomass market in the EU
- Updating and creating statistics related to market development

Membership Work:

- Develop contact and activity with bioenergy stakeholders
- Development of membership strategy

Application Procedure:

Your application should contain your CV and a letter of motivation and please indicate on your cv salary expectations and earliest possible date to commence this position.

Please send your application by email to eibhilin.manning@eubia.org quoting in the subject line: "Project manager application + your name".

Deadline for Applications: 30th October 2009

Candidates must be willing to attend interviews in Brussels starting from the 4th November. Only short-listed candidates will be contacted.

Conditions:

- Gross salary depending on experience
- Location of Work: Brussels. The function will also require travel inside of Europe and occasional travel outside Europe.
- Small team, flat hierarchy, short communication lines
- Working environment: Renewable Energy House, Rue d'Arlon 63-65, 1040 Brussels

Organisation profile:

EUBIA –European Biomass Industry Association was established in 1996 as an international non profit association in Brussels, Belgium. Grouping together market forces, technology providers, and knowledge centres in the field of biomass, our main objectives are to support the European biomass industries at all levels, promote the use of sustainable biomass as an energy source, and foster international co-operation. We are a small and highly motivated team based in the Renewable Energy House in Brussels, the home to all European renewable energy industry and research associations. For further details please visit our homepage www.eubia.org.