

## Policy Assistant Internship

**Location:**

Brussels, Belgium

**Entity:**

Solar Heat Europe/ESTIF represents the interests of the solar heating and cooling industry, actively promoting the use of these technologies in Europe. Its membership covers the whole solar thermal/heating value chain, from collector manufacturers to component suppliers, research institutes, service providers, national solar thermal and renewable energy associations.

**Internship overview:**

We are looking for a graduate, with a commitment to renewable energy and willing to work on different policy-related aspects: monitoring, reporting and following-up political processes relevant to the solar thermal sector; regulatory issues at European and national level, namely the implementation of the Clean Energy Package and topics related to research & innovation.

**Main Tasks:**

- Monitor relevant energy-related policy topics, including EU energy policy;
- Assist in the mapping of policy issues, instruments and resources;
- Assist in developing sectoral actions related to the implementation of the Clean Energy Package;
- Support in the development of a long-term sectorial energy vision for 2050;
- Assist in activities targeting the EU Parliament elections in 2019;
- Assist in the communication on energy policy related issues;
- Support the advocacy work with other organisations and EU Institutions;
- Help in the elaboration of policy documents;
- Assist in monitoring topics related to research, innovation, standardisation or certification;
- Draft texts and articles for different channels and purposes: websites, media, newsletter and other documents;
- Support policy-related work in European projects;
- To contribute, as required, to the overall work of the association and perform other responsibilities and duties as assigned.

**Desirable skills:**

- Excellent knowledge of spoken and written English;
- Fluency in French, German or other languages is an asset;
- Degree in EU affairs or equivalent. Economics, engineering or law degrees are also relevant;
- Computer literate.



### **Profile**

- Highly motivated, flexible, proactive and team player;
- Accurate, detailed-minded, and well organised;
- Interested in renewable energies and capable of understanding policy and technical aspects;
- Capacity to work in a multi-cultural environment.

### **Conditions**

The terms and conditions of the contract will be subject to Belgian law. The successful applicant will be **offered a “convention d’immersion professionnelle”** starting between 1 and 30 September, for a duration of six months.

### **Applications**

Applicants should send an e-mail to [recruitment@solarheateurope.eu](mailto:recruitment@solarheateurope.eu) quoting “Policy Assistant Internship” in the subject line. The e-mail must include a short text with the applicant’s motivation (100 words maximum) to work in this field (Policy, Technology, Renewable Energy) and, in annexe, a short CV. Applicants not complying with these precise instructions will not be considered.

Deadline for applications is **15 July 2018**.

Only shortlisted candidates will be contacted for an interview. For more information on Solar Heat Europe/ESTIF, please visit [SolarHeatEurope.eu](http://SolarHeatEurope.eu)

### **Personal Data Management**

Please note that your Resumé, motivation letter and contact will be stored for 6 months in case we need to launch an additional recruitment phase. Once this duration has been reached, your data will be deleted from our server.

In case, you have any questions related to the management of your personal data, please don’t hesitate to contact us at [info@solarheateurope.eu](mailto:info@solarheateurope.eu).