



Climate & Energy Policy Coordinator for South East Europe **Open-ended contract**

Climate Action Network (CAN) Europe, recognised as Europe's leading network working on climate and energy issues, is currently seeking a highly motivated, dynamic and results-driven Climate & Energy Policy Coordinator for South East Europe to join our team.

The successful candidate will, together with the CAN Europe policy team, support NGO efforts in the Region of South East Europe to advocate for the introduction of more ambitious climate & energy policy and to prevent the construction of new coal power plants. The goal is to support these NGO efforts through advocacy work in Brussels and the region by promoting the comparably more ambitious EU climate & energy goals and policy and through seeking to influence the Energy Community Treaty and EU-Accession process and other relevant EU policy dossiers.

Required qualifications:

- Minimum 3 years relevant professional experience;
- Knowledge of environment and/or climate and energy issues;
- Experience of working with NGOs, preferably in a network environment;
- Experience in advocacy work;
- Excellent interpersonal and team-working skills, time management, flexibility, and reliability;
- Ability to produce results according to schedule and respecting deadlines;
- Fluent written and spoken English; excellent communication skills.
- Ability to travel regularly

Preferred/desirable qualifications:

- Experience of working with or in South East Europe;
- Experience of working on EU policy and with EU institutions
- Experience in fundraising and reporting would be an asset;
- Language skills relevant to Western Balkans
- Experience in writing research papers, reports;

Day-to-Day duties will include:

- Undertake and support advocacy and outreach activities on specific climate and energy issues relevant to NGO efforts in the South East Europe region
- Gather intelligence and follow EU policy development
- Contribute to preparation of briefings and papers for policy makers in Brussels and the SEE region
- Develop advocacy opportunities and a long term strategy together with NGOs from South East Europe
- Represent the network and do advocacy and lobby work
- Contribute to fundraising efforts related to relevant policy dossiers

Location to be defined depending on the chosen candidate. To apply, please send a letter of motivation and CV to jobs@caneurope.org.

****The letter of motivation should clearly demonstrate why you want the job, stating why you wish to work for a climate NGO and how your skills and experience are relevant to the job requirements detailed above.****

Closing date for applications: **Sunday 19th November 2017**

First round of interviews via Skype: week of the 20th November

Second round of interviews in Brussels office: week of the 27th November

Expected start date: as soon as possible thereafter

Inquiries to Cinda Ayachi, HR and Office Coordinator, cinda@caneurope.org or +32 2894 4670