

JOB OPENING: RESEARCH ASSOCIATE (RA-062020)

INZEB is recruiting a motivated and dynamic full-time **Research Associate** to join its team in Athens, Greece. The successful candidate will be a Master's graduate (or equivalent) with previous professional experiences and achievements, and be committed to the mission of INZEB and in all activities the organisation is engaged in.

The **Research Associate** will support INZEB to deliver impeccable quality outcomes that add value to the organisation, based on agreed specifications and guidelines.

REQUIRED QUALIFICATIONS

- Master's degree (or equivalent) in a relevant discipline, such as business, economics, engineering, environmental sciences or equivalent.
- A minimum of 3 years professional experience in project management (experience in energy, energy economics, or social aspects of energy will be appreciated).
- Previous experience in the development and implementation of research projects such as H2020, Interreg etc. is desirable.
- Proficiency in English. Any other European language(s) will be an asset.
- Proven experience in drafting policy reports and papers, presenting and debating technical or political topics.
- Proven ability to compose and lead project teams depending on the assignment(s).
- Familiarity with national energy and climate policies is an asset.
- Strong understanding of project management methodologies.
- Excellent research, analytical and organisational skills.
- Excellent computer skills.

RESPONSIBILITIES

- Support and contribute to the implementation of national and European research projects (focus on energy, sustainability, environment, climate, social aspects of energy).
- Support and contribute to the preparation of project proposals to a variety of national and European funding schemes.
- Support and contribute to one or more of the following domains:
 - Strategies, policy instruments and financing programmes;
 - Impact assessment and evaluation of existing national and European policies and programmes;
 - Societal needs and impacts for the transformation of the built environment.
- Support and contribute to the development of stakeholders' engagement plans, and stakeholders' management policy consultation processes.
- Support and contribute to the development of replication and exploitation strategies for research projects.
- Contribute to drafting briefings and reports and present results to internal and external audiences.
- Participate in meetings with various stakeholders, such as public authorities, policy makers, research institutes, industry, NGOs, Think Tanks.

OTHER SKILLS

- Flexible work attitude. A “can-do mentality” is required.
- Ability to work on multiple tasks in an efficient way.
- Excellent communication and personal skills and commitment to excellent.
- Ethical and professional business approach.
- Ability and willingness to travel, primarily in Europe.

CONTACT

A CV and cover letter (in English) should be sent to Ms Alice Corovessi at the following email address: ac@inzeb.org, until Friday 31 July 2020. You should include the job title “**Research Associate**” and your name in the subject line of the email. The shortlisted candidates will be invited for interviews during the last week of August 2020 and the first week of September 2020.

Note: INZEB will take all received applications into consideration. We will be able to communicate only with those candidates selected for interview. INZEB will not provide additional information through phone.