

## Job description

REHVA is the Federation of European Heating, Ventilation and Air-Conditioning Associations representing a network of more than 100 000 engineers from 26 countries. REHVA is the professional pan-European organization dedicated to the improvement of health, comfort and energy efficiency in all buildings and communities.

An important field of activities of REHVA is the participation in international projects supported by the EU. To support this activity REHVA is recruiting a trainee for the job position Project Assistant. The Project Assistant will provide technical, organisational and information support to the implementation of EU funded projects of REHVA, as well as support the work of the Technical and Research Committee and assist to the content management of the REHVA website.

### Responsibilities:

- Implementation of EU funded projects
- Conducting research and providing information support on technical issues in the field of energy efficiency in buildings
- Preparing project reports, working documents and minutes in English
- Supporting REHVA Task Forces and REHVA experts work
- Updating the REHVA website and Dictionary
- Assisting with standing committee meetings and with the organisation of REHVA events

### Profile:

- Interest in Energy and buildings energy efficiency issues;
- Completed university studies or university degree in engineering
- Fluency in English, the working language of the Association is English
- Project management experience is an advantage
- Knowledge of the EU policies on especially the energy efficiency and building related legislation
- Excellent IT skills, including MS Office and website content management systems
- Excellent organisation and coordination skills – ability to do multi-tasking and work planning
- Good communications skills
- Intercultural skills, ability to work in an international environment

### What we offer:

- A full or part-time position with a 1-year contract, which can be prolonged
- Working within a dynamic, international team
- Networking opportunities across Europe with member associations and HVAC industry

**Please send your application (CV and motivation letter) to the email address [info@rehva.eu](mailto:info@rehva.eu) before September 6, 2013.** Interviews are foreseen the 16-17 Sept 2013.

### Contact:

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