

## Project Assistant

**Location:** Brussels, Belgium (hybrid)

**Start date:** 1 June, or as soon as possible

**Duration:** Initial 6-month contract

**Contract type:** Full-time, paid internship under the CIP traineeship programme

### *Who we are*

**Zero Emissions Platform (ZEP) is the official advisor to the European Union on industrial carbon management.** Our mission is to accelerate the deployment and buildout of CO<sub>2</sub> infrastructure to reduce CO<sub>2</sub> emissions and meet Europe's climate-neutrality target. ZEP's strength lies in its broad and diverse membership, ranging from energy and industrial companies to infrastructure developers, technology providers, academia, research institutions, environmental NGOs, trade unions, and other civil society organisations. Through evidence-based advice and dialogue, ZEP helps shape EU policy and supports the growth of industrial carbon management across Europe.

### *The role*

We are looking for a motivated Project Assistant to join our fast-growing and dynamic team in Brussels. The selected candidate will support the implementation and development of ZEP's EU-funded projects, with a particular focus on project coordination, tenders, and Horizon Europe proposals. This is an excellent opportunity for someone interested in European projects and funding programmes, seeking hands-on experience in a fast-paced, international environment.

### **Main responsibilities**

The EU Projects Assistant will support the Project Manager in:

- Coordinating ZEP's EU-funded projects and tenders
- Contributing to administrative and organisational tasks linked to project implementation
- Helping monitor deadlines, deliverables, and documentation for projects and proposals
- Liaising with project partners and supporting communication where needed
- Assisting in the drafting and preparation of project proposals
- Supporting the organisation and preparation of meetings and events related to ongoing projects

### **Profile**

We are looking for a candidate who is:

- Organised, proactive, and detail-oriented
- Self-motivated and able to take initiative
- Comfortable working both independently and as part of a team
- Interested in EU affairs, climate, and energy.

### **Requirements**

- University degree or equivalent (project management or EU affairs is an asset, but not necessary; scientific degrees especially welcome).
- Excellent command of written and spoken English; additional languages are a plus.

- Strong organisational and interpersonal skills.
- A collaborative, proactive attitude and willingness to learn.
- Experience in EU-funded projects and proposals is appreciated, but not mandatory.
- Proficiency in Microsoft Office tools. Experience with project management tools such as Asana is a plus.
- Interest in climate, energy and/or EU policy is highly valued.

## *What we offer*

- **A 6-month agreement under Convention d'Immersion Professionnelle (CIP).** Please note that the CIP agreement excludes any internships for which the intern receives academic credit or which are undertaken as part of a degree
- A hybrid working model with flexibility and access to a welcoming office in the heart of Brussels
- Provision of IT Equipment (Laptop, Monitor, Printer)
- A friendly and international working environment with mentorship and skill-building opportunities
- The opportunity to gain practical experience in EU-funded projects and proposal development

## *How to apply*

If you think you are the candidate ZEP is looking for, please send your CV and Cover Letter (500 words max) to [vacancies@zeplatform.eu](mailto:vacancies@zeplatform.eu) by 17 April EOD.

**Please note that applications will be reviewed on a rolling basis;** early applications are therefore strongly encouraged.

