



MEDENER, the Mediterranean Association of the National Agencies for Energy Management, is inviting applications for the post of Accounting Officer of the MEETMED project (Mitigation Enabling Energy Transition in the Mediterranean Region) which will be implemented in close cooperation with the RECREE (Regional Centre for Renewable Energy and Energy Efficiency) and financed by the EU Commission.

Applicants are invited to submit the following documents in English:

- 1) detailed CV in Europass form (<http://europass.cedefop.europa.eu/documents/curriculum-vitae>)
- 2) motivation letter (1 page maximum)

Applications must be sent by e-mail to the following address: recrutement@medener.org by the 2nd of March 2018.

PROFILE OF THE ACCOUNTING OFFICER

Qualifications and skills

- University Master Degree in economics or business administration
- An advanced professional qualification related to the management of EU-funded projects.
- Fluency in written and spoken English and French.
- Knowledge of Arabic would be considered an advantage.

General professional experience

- A minimum of 10 years professional experience in the field of accounting for international projects.

Specific professional experience

- At least 5 years' experience in financial management of EU-funded cooperation projects in the field of energy.

Role and tasks of the required position

- Daily follow-up of financial activities.
- Financial management and accounting (i.e. bank transfers, payments etc.).
- Preparing periodical financial reports according to EC procedures.
- Reporting to the Project Manager.
- Participation as an observer in all meetings of the Steering Committee.

Type of contract: fixed term contract (part-time 80%)

Gross salary per year: 44,000.00 Euro

Duration of the assignment: 24 months

Work location: Brussels (BE)

Starting date: depending on the signature of the MEETMED contract with the EU Commission