

Technical reports writer– EU funded projects



Vacancy reference: POLENV2606

Background: Political Sciences, Environmental Studies, Social Sciences or relevant fields

Location: Chalandri, Athens

Job type: Permanent, full-time position

The position requires residence in Athens and the selection process takes place only in person in Athens. Applicants are expected to be personally present in our offices during the selection process.

PROMEA is a strategic partner for European public administrations, knowledge organisations, economic actors, and civil society stakeholders. Our key focus areas of work include policy adaptation to climate change, innovation, transformative investment policies, competitiveness, inclusion, environmental awareness, and vocational training on climate crisis policies. PROMEA conceives, develops and coordinates the implementation of European projects to address these challenges, linking knowledge, policy, training and business organisation.

Job description:

The role involves drafting technical studies, investment analyses, policy reports, feasibility assessments, and strategic action plans in the field of energy, climate change and new technologies.

Day-to-day tasks include:

- Draft technical and policy reports for EU funded projects in a clear, structured, and precise language.
- Design and/or carry out evidence collection (e.g. questionnaires, case studies, statistical data).
- Support proposal development by conducting literature reviews, market analyses, stakeholder mapping, and policy research related to energy, climate change, sustainability, and emerging technologies.

Candidate profile:

- University degree in Political Sciences, Environmental Studies, Social Sciences or relevant fields.
- Excellent drafting skills in English.
- At least **3 years of proven work experience or a PhD** in a relevant field.
- Proven ability to conduct research, carry out analysis and draft reports.

Offered:

- **Indicative salary range: 1,200-2,300 €.** Individual salary offers will be based on individual candidates' curricula, skills, and relevant experience.
- Benefits and bonuses are available based on performance and achievements.
- Substantial learning, personal growth and career development opportunities within the organisation.
- Opportunity to work with (and learn from) experienced senior colleagues and cutting-edge knowledge organisations and businesses from across Europe.

Please note that only shortlisted candidates will be contacted.

Did we spark your interest? More information on our projects?

Take a look at our website: <http://www.promea.gr> and send us your motivation letter and CV: jobs@promea.gr