



Climate Action Network Europe is looking for a full-time (or 4/5) Climate and Energy Policy Officer in the Western Balkans

Climate Action Network (CAN) Europe, recognised as Europe's leading network working on climate and energy issues, is currently seeking a highly motivated, dynamic and result-driven Climate and Energy Policy Officer for Western Balkans to join our team, from within the region¹.

The successful candidate, together with the CAN Europe's regional focused team, will support NGOs efforts in the region of the Western Balkans, on advocacy for the drive on ambitious climate and energy policies, by shifting away from the fossil fuel dependency of the region. The goal is to support the policy coordinator, and build on advocacy work in the region itself, by promoting the comparably more ambitious EU climate and energy goals and policy, advocate for the compliance with the international treaty obligations as is the Energy Community Treaty, the EU Accession Process, and other relevant EU policy. Furthermore the successful candidate will play a key role in caretaking of the member organizations from the Western Balkans, as well as building new coalitions and alliances.

Required qualifications

- Minimum 3 years relevant professional experience;
- Knowledge of climate and energy issues;
- Experience working with NGOs, preferably in a network environment;
- Experience in advocacy and representation;
- Excellent interpretation and team-working skills, time management, flexibility, and reliability
- Ability to produce results according to schedule and respecting deadlines;
- Fluent written and spoken English; excellent communication skills;
- Ability to work on multiple issues in parallel.

Preferred/desirable qualifications

- Experience working in the region of Western Balkans
- Experience of working with other NGOs, local and central government, and international institutions
- Experience in network building
- Language skills relevant to the Western Balkans
- Experience in fundraising and reporting would be an asset;
- Experience in writing research papers, reports.

Main duties will include

- Undertake and support advocacy and outreach activities on specific climate and energy issues relevant to the NGO efforts in the Western Balkans
- Gather intelligence and follow regional and EU policy developments

¹ Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia

- Contribute to the preparation of briefings and papers for policymakers in the region and EU
- Develop advocacy opportunities and a long term strategy together with NGOs from the Western Balkans
- Maintain, build and represent the network, and do advocacy work
- Contribute to fundraising efforts related to relevant policy dossiers

The successful candidate will be working from within the region, one of the Western Balkans countries. To apply, please send a letter of motivation and CV in English to jobs@caneurope.org with “WB Policy Officer” as subject line. The remuneration of the position will be in line with the national NGO sector where the successful candidate is based.

The letter of motivation should clearly demonstrate why you want the job, stating why you wish to work for a climate NGO and how your skills and experience are relevant to the job requirements detailed above

Closing date for applications: **Monday 6 July, at 10pm (CET)**

Two rounds of online interviews will be organised, preferably between 8 and 17 July.

Expected start date: as soon as possible thereafter

Contact

Inquiries to Lionel Dehalu, Head of Operations, lionel@caneurope.org

Job Description

Position/Title	Climate and Energy Policy officer for Western Balkans
Goal of Position	Support CAN Europe's policy work led by the Climate & Energy Policy Coordinator for South East Europe in the region ² , maintain and develop CAN Europe's regional network
Main functions & responsibilities	<p>Policy process monitoring and dissemination</p> <ul style="list-style-type: none"> • Assist the SEE Energy and Climate Policy Coordinator, and engage in independent research, data collection, stakeholder outreach, stakeholder needs, and assessing pathways for further regional development • Maximise the political effectiveness of CAN Europe network • Support national level CSOs on matters of energy, climate and development issues, in relation to EU policy making, as well as the Energy Community. <p>Representation and communication</p> <ul style="list-style-type: none"> • Maintain and strengthen relationships with key relevant partners and political contacts, including the EU representation offices in the region. • Build relationships with the media, to further the outreach of our work, in collaboration with the Communications manager for South East Europe <p>Network outreach</p> <ul style="list-style-type: none"> • Support Western Balkans network. • Support project teams in the CAN Europe secretariat and the membership from a network outreach perspective. • Maintain database of members and key relevant partners and political contacts • Support the development of a CAN Europe community platform • Assist in the development, maintenance, and distribution of marketing material of the network and information updates to the network (including via the website) in liaison with the team • Perform regular evaluations of network usage and effectiveness • Scope out potential new members, partners and stakeholders • Attend internal and external meetings relevant to network outreach and staying on top of overall political context <p>Fundraising and reporting</p>

² Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia

	<ul style="list-style-type: none"> • Contribute to fundraising efforts related to relevant policy dossiers • Regularly report on activities through the CAN-Europe reporting system and for individual projects and grants as required <p>Input to internal affairs</p> <ul style="list-style-type: none"> • Participate in team-wide processes and matters relevant to the organisation as a whole as required • Work on other projects as assigned by the line manager
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Time requirements	Full-time (or 4/5) Indication on split between areas and responsibilities below
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% of Time	Main team responsibilities
10	Administration and finances
20	Management and planning
20	Communication and representation
20	Capacity and outreach
30	Policy work and coordination
100	TOTAL

% of Time	Specific responsibilities
45	Policy monitoring
20	Representation and communication
20	Network outreach
5	Fundraising and reporting
10	Internal affairs
100	TOTAL

Supervisory responsibilities	Support staff and interns, as appropriate
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Line management	This position is managed by the Southeast Europe Energy and Climate Policy Coordinator
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