

Position: Policy Advisor	Start: As soon as possible
	Application deadline: 10 November 2023
	Open-ended contract
Purpose of the role	
<p>To contribute hands-on to the monitoring and analysis of policy developments in the EU Institutions of relevance to the interests of the EU fuels manufacturing and marketing industry. Support the making of the industry association's advocacy strategies and plans.</p> <p>The role involves carrying out advocacy towards the EU institutions, coordinate the work of member companies on specific policy issues, internal reporting and communications under the supervision and guidance of a Policy Executive in charge of targeted advocacy areas.</p>	
Who are we?	
<p>FuelsEurope is the advocacy division of the European Fuel Manufacturers Association (based in Brussels) that currently represents the interests of 39 companies operating refineries, and units producing low carbon liquid fuels in the EU. Members account for almost 100% of EU petroleum refining capacity and more than 75% of EU motor fuel retail sales. It represents the industry with the EU Institutions, and aims to promote economically and environmentally sustainable refining, supply and use of petroleum products as well as renewable and low carbon fuels in the EU, by providing input and expert advice to the EU Institutions, Member State Governments and the wider community, thus contributing in a constructive and pro-active way to the development and implementation of EU policies and regulations.</p>	
What do we offer?	
<ul style="list-style-type: none"> • Open-ended contract (contract with undefined period) • Competitive salary package complemented with fringe benefits (pension scheme, hospitality insurance etc.) • Inclusive, international and dynamic multicultural work environment • Developmental challenges and assignments • Enhanced work life balance (2 days working from home/week, sliding working hours system etc.) 	
What do we expect from you?	
General responsibilities	
<ul style="list-style-type: none"> • Monitoring and analysis of EU policy and legislative proposals potentially relevant to the EU fuels manufacturing and marketing industry in one or more policy areas (energy, climate, environment, chemicals). • Helping with the coordination of the contributions and views of Member Companies and develop proposals for advocacy positions and strategies in line with our Clean Fuels for All strategy and recommendations regarding the decarbonization of transport and the contribution of the EU Fuels Manufacturing Industry to the European Green Deal targets. • Establishing and growing a contact network in the EU institutions. • Proactively contributing to the development and maintenance of the association's evergreen knowledge of the policy and legislative procedures in the EU Institutions. • Developing, representing and advocating the position of FuelsEurope, related to the assigned portfolio, towards EU Institutions and other stakeholders • Proactively collaborating, aligning and contributing with peers within the association's Advocacy and Communication Teams. • Building and reaching out whenever necessary to a network of internal and external key stakeholders in support to the association's advocacy. 	
What is your professional profile?	
<ul style="list-style-type: none"> • Education & Experience: <ul style="list-style-type: none"> - University graduate with strong interest in politics, institutional affairs and technical matters. - 3 years or more working experience, including exposure to EU Institutions, with knowledge of the EU institutional procedures. - Proven ability to analyze, summarize and pick out essential elements of texts, often containing technical elements. - Experience of trade association and/or the energy sector would be an advantage 	

- **Skills & Competencies**

- Excellent and efficient communication skills, both written and verbal
- **Fluent in English and possibly one other EU language**
- Strong interpersonal and networking skills and the ability to influence others through these.
- Team player with good cultural sensitivity
- Confident and efficient at operating in both physical and virtual teams
- Ability to build and maintain network of contacts
- **Positive mindset, curiosity and integrity**
- Flexibility and capacity to work independently and display ownership to deliver on commitment
- Sense of confidentiality

What is your report line? You will report to the Senior Policy Executive

To apply, please send your CV, motivation letter and 15 seconds introduction video (optional) to: recruitment@fuelseurope.eu mentioning "FuelsEurope Policy Advisor" in the subject of your e-mail.

*By applying for this vacancy, you agree that we use your personal data for recruitment purposes only.
All your private information will be deleted from our files after the recruitment process.*