



ARCHITECTS' COUNCIL OF EUROPE
CONSEIL DES ARCHITECTES D'EUROPE

Date: 04/11/2013

Ref: 282/13/CA

Internal Affairs

Vacancy for a Project Officer

Proposed Text for Advertisement

Final

Vacancy: Architects' Council of Europe (ACE)

Summary:

- **Project Officer** sought to work on EU-Funded Projects.
- **Location** for the post will be at the ACE Secretariat in Brussels, Belgium.
- **Contract** will be for an unlimited duration starting as soon as possible.
- **Conditions** Gross monthly salary: around 3500 € (13th month, paid holidays, luncheon vouchers + health insurance).
- **Minimum qualifications** required are successful completion of Masters level (Bologna) degree course and experience (3-5 years) of environmental design of buildings (a qualification in architecture or a related profession would be an asset).
- **Languages**; the successful applicant will be fluent in both English and French and highly competent in written English.

The ACE

The Architects' Council of Europe (ACE) is the European organisation representing the architectural profession at European level with its headquarters and Secretariat located in Brussels.. Its growing membership consists of Member Organisations, which are the nationally representative regulatory and professional bodies of all European Union (EU) Member States, Accession States, Switzerland and Norway. Through them, it represents the interests of about 550,000 architects. The principal function of the ACE is to monitor developments at EU level, seeking to influence those areas of EU Policy and legislation that have an impact on architectural practice and on the overall quality and sustainability of the built environment. For more information, go to: www.ace-cae.eu

Full Description:

The successful candidate will hold a University level degree equivalent in architecture or a related profession and be fully eligible to live and work in the EU. S/he will be fluent in both English and French and will be highly competent in written English. S/he will also be fully conversant with information and communication technology including new media and interactive means of working. At a minimum this will include proficiency in the word processing, excel, presentation programmes (powerpoint) and web-based research and work.

S/he will have a good knowledge of sustainable design of buildings and energy efficient retrofitting. It will be an advantage if s/he has a good understanding of Life-Cycle Assessment and general knowledge of EU affairs.

The successful candidate will work on [EU-Funded Projects in which the ACE](#) is a partner and will be responsible for the technical input required of the ACE in those projects. It is likely that the post will require a limited number of business assignments abroad. The successful candidate will be under the direction of the ACE Secretary General, will report directly to him and must be ready to assist in additional duties as the need arises.

Interested persons should submit a letter of application and a curriculum vitae by e-mail to: application@ace-cae.eu by 06 December at close of business (17h00 CET). Please mark "Vacancy – Project Officer – (your name)" in the subject line.

Interviews will likely to take place between 10 and 16 January 2014 (precise date to be confirmed) with a view to taking up employment as soon as possible

End of note