



## Terms of Reference

### Internship: Sustainable Energy Technology

**Position number: Intern 2014/1**

#### Duration

June 1, 2014 to May 31, 2015

#### Background

The [Regional Environmental Center for Central and Eastern Europe](#) (REC), which has its head office in Szentendre, Hungary, is responsible under contract to the EC's European Institute of Innovation and Technology and its [Knowledge Innovation Community for InnoEnergy](#) for engaging educational, research and industrial actors as project partners in sustainable, innovative and cost-competitive energy technology development. It undertakes this task in all new EU member states with the exception of Poland, besides EU accession, candidate and Eastern Partnership countries (20 in total).<sup>1</sup> For the second half of the 21-month assignment, which started in September 2013, the REC is seeking a full-time intern to be based in Szentendre and to support the venture in the following tasks:

- Monitoring KIC project partnerships in negotiation (continuous)
- Collecting and reviewing in-country experts' monthly activity reports (continuous)
- Assisting in the preparation of a series of new member states' country reports that reflect the key innovation challenges facing small and medium-sized enterprises and research organisations and their top five suggested institutional responses (due date: November)
- Assisting in the preparation of an inventory of national and regional funding sources of innovative sustainable energy technologies in 10 countries (due date: December)
- Reviewing relevant universities' faculties and departments in all 20 countries (due date: September)
- Performing general administrative tasks vis-à-vis an "excellence database" established as part of the project (continuous)
- Providing assistance where necessary, for example in reviewing/revising other reporting tools and mapping key multipliers (continuous)

Expressions of interest, including a CV and a relevant sample of writing are invited from individuals with the following skill sets and interests:

- A keen interest (and ideally experience) in the sustainable energy technology sector (including production, storage and supply solutions in the domains of clean coal, nuclear, renewables, smart cities, and smart energy supply networks) and corresponding educational institutions
- Fluency in English and one or more local languages of the above-mentioned countries (Russian is an advantage)
- Ability to work both as part of a team and independently
- Keen attention to detail, and preferably analytical and writing experience

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<sup>1</sup> Bulgaria, Croatia, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Romania, Slovakia and Slovenia; Eastern Partnership countries (Ukraine, Moldova, Belarus); candidate countries (the former Yugoslav Republic of Macedonia, Montenegro, Serbia and Turkey); and potential candidate countries (Albania, Bosnia and Herzegovina, Kosovo [This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.]



### Timeline

Task/Month		LY -2	JG -3	EP -4	CT -5	DV -6	EC -7	AN -8	EB -9	IR -10	PR -11	MAY-12
1. Monitor KIC partnerships												
2. Manage experts' monthly reports												
3. Assist in preparing the country report series												
4. Assist in preparing inventory of funding sources												
5. Review university contacts												
6. Carry out administration related to excellence database												
7. General assistance												

### Stipend

cca. EUR 650/month (gross)

### Applications

Candidates should send a CV and relevant sample of writing in English to [recruitment@rec.org](mailto:recruitment@rec.org). The deadline for applications is Friday, **May 16, 2014**.

Please indicate the position reference number **Intern 2014/1** in the subject line.

Enquiries and further information [JSimpson@rec.org](mailto:JSimpson@rec.org)