

LUCI Association
is recruiting:

A PROGRAMME OFFICER

On a fixed term contract

For the LUCI head office, based in Lyon - France

Background information

LUCI (Lighting Urban Community International) is an association created in 2002. It brings together 70 cities and 50 associated members worldwide. As the international network of cities on urban lighting, LUCI is an exchange and dialogue platform for cities engaged in using light as a tool for urban, economic, social and cultural development, taking into account sustainability and environmental issues.

More information: www.luciassociation.org

Due to a maternity leave, LUCI is recruiting a Programme Officer for a replacement, under the supervision of the General Director. His/her main tasks, in collaboration with the LUCI team (4 persons) include:

Job Description

1. LUCI projects

- Coordination of ongoing EU projects (Interreg, H2020) in which LUCI is a partner. These projects are mainly focused on city to city cooperation and knowledge management;
- The development of an online collaborative knowledge exchange platform will be the main activity of these ongoing projects.
- Development of new projects in coherence with the network's strategic orientations.

2. LUCI events

- Preparation and coordination of one or more LUCI international events;
- Event programming, communication, management of logistics, registration and invitations;
- Assist the LUCI team on all other LUCI international events.

3. Administration and finance

- Follow-up of LUCI finances, invoicing;
- Office management and coordination of service providers.

Competences

1. Experience and knowledge

- Good experience in EU project management and development;

- Prior experience in knowledge management and setting up online collaborative tools is strongly desired;
- Experience in event coordination in an international environment;
- Experience working with local authorities;
- Knowledge of issues related to urban lighting or other urban policies is an asset.

2. Skills

- Master's degree in a field of relevance to the above tasks (Political science, International relations, Communication, etc.);
- High level of proficiency and fluency in English and French;
- Excellent written and oral communication skills, in both French and English;
- Strong interpersonal skills with a high sense of diplomacy and cultural awareness;
- Very good command of IT tools.

3. Attitude

- Highly motivated and open-minded, ready to contribute in a flexible way to a small but dynamic organisation;
- Willingness to travel up to several days a month and work irregular hours;
- Service oriented, hands-on mentality;
- Team spirit, capacity to take initiatives, solution oriented.

General information for applicants

- To apply, send your cover letter and CV in English to Mr Hee-Seon Jin, Deputy mayor of Seoul Metropolitan Government, President of LUCI, by email, using recruitment@luciassociation.org only.
- **Application deadline: 30th of January 2019:** any application sent after this deadline will not be reviewed.
- Shortlisted candidates will be invited for interviews and written tests that will take place in February in the LUCI offices, in Lyon.
- Travel and accommodation expenses will be reimbursed to the interviewed candidates.
- No information regarding the test form/content will be revealed beforehand to the short-listed candidates.

Terms and Conditions for employment

- Duration of the contract: starting 4th March until return of the employee on leave, for a minimal period of 9 months;
- The selected candidate will be employed under French law (Association loi 1901), the contract includes a probation period;
- The selected candidate will be offered a gross monthly salary from 1900€ to 2200€ depending on qualifications and previous professional experience;
- Lunch voucher.