



LUCI Association

is recruiting:

A PROGRAMME MANAGER

On a long 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

Job Description

LUCI is recruiting a Programme Manager, under the supervision of the General Director. His/her main tasks, in collaboration with the LUCI team (3 persons) include:

1. LUCI events

- Development of the programmes of 4 main events each year (City under Microscope, AGM, Light Festival Forum);
- Coordination and logistics before and during the event in conjunction with the host city,
- Coordination and creation of certain event related communication tools;
- Management of registration and invitations;
- Coordination of LUCI's participation in other events, trade fairs and conferences;

2. Cooperation projects (International and European)

- Monitoring of funding opportunities;
- Project development and management.

3. Administration and finance

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

4. Network facilitation

- Coordination of the annual activity report;
- Contribution to the creation of other communication tools, in conjunction with the LUCI Communication Manager;
- Contribution to network development and follow up;
- Facilitation of certain thematic commissions;

Competences

1. Knowledge

- 3 to 4 years of experience in event and/or project management 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 any 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;
- Strong interpersonal skills with a high sense of diplomacy and cultural awareness;
- Good command of standard 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 Johan Nyhus, President of LUCI, by email, using luci@luciassociation.org only.
- **Application deadline: 12th June 2016 midnight**; any application sent after this deadline will not be taken into account.
- Shortlisted candidates will be invited for interviews and written tests that will take place 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

- The work place is located at the LUCI head office in Lyon, France;
- The selected candidate will be employed under French law (association loi 1901), the contract includes a probation period;
- Work with LUCI should start as soon as possible;
- The selected candidate will be offered a gross annual salary from 30 to 35K€ depending on qualifications and previous professional experience.