



**LUCI Association**

is recruiting:

**A PROGRAMME MANAGER**

*On a long term contract*

**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 that use **light as a tool for urban, economic, social and cultural development, taking into account sustainability and environmental issues, smart and citizen focused cities.**

More information: [www.luciassociation.org](http://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 (4/5 persons) include:

**1. Cooperation projects (International and European)**

- Project development, including monitoring of funding opportunities;
- Management of ongoing LUCI projects in various programmes (Interreg, H2020, Creative Europe...);
- Knowledge management and capitalisation.

**2. LUCI Events**

- Developing some of LUCI's international events each year;
- Coordination and logistics before and during the event in conjunction with the host city;
- Coordination of LUCI's participation in other events, trade fairs and conferences;

**3. Administration and finance**

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

**4. Network facilitation**

- Contribution to network development and follow up;
- Coordination of certain thematic working groups;

**Competences**

✓ **Experience and knowledge**

- Master's degree in a relevant field of study;

- At least 3 years of experience in project management in an international environment, including EU project management;
- Experience working with local authorities is strongly recommended;
- Knowledge of issues related to urban lighting or other urban public policies is an asset.

✓ **Skills**

- High level of proficiency and fluency in English and strong command of French;
- Excellent written and oral communication skills;
- Strong interpersonal skills with a high sense of diplomacy and cultural awareness;
- Strong command of standard IT tools, and comfortable in a digital environment.

✓ **Attitude**

- Highly motivated and open-minded, ready to contribute to a multicultural work environment;
- Ability to work both independently with a high level of autonomy and cooperatively as part of a team;
- Organisational capacities, including the ability to manage multiple tasks and projects and prioritise;
- Willingness and flexibility to travel and work on a varying schedule;
- Service oriented, hands-on mentality;
- Team spirit, capacity to take initiatives, solution oriented;

**General information for applicants**

- To apply, send your cover letter + CV + list of references **in English** to Ms Meri Lumela, President of LUCI, by email, using [recruitment@luciassociation.org](mailto:recruitment@luciassociation.org) only;
- **Application deadline: 15 January 2021 midnight**; any application sent after this deadline will not be taken into account;
- Shortlisted candidates only will be contacted;
- Phone calls will not be accepted.

**Terms and Conditions for employment**

- The post is based at LUCI's 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.