

**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, 40 associated members and many partners worldwide. As the international network of cities on urban lighting, LUCI is an exchange platform for cities that use **lighting in a sustainable way for urban development, taking into account cultural, social, economic dimensions and enabling safe, smart and citizen focused cities**. More information: [www.luciassociation.org](http://www.luciassociation.org)

### Job Description

LUCI is recruiting a Programme Manager (PM), under the supervision of the General Director. His/her main tasks, in collaboration with the LUCI team (5 persons) include:

#### **>> International Cooperation projects**

*The PM develops and leads LUCI Projects*

- Project development, including monitoring of funding opportunities;
- Management of ongoing LUCI EU projects in various programmes;

#### **>> Knowledge management and capitalisation**

*The PM leads LUCI's knowledge strategy*

- Operate the LUCI Hub (LUCI's knowledge sharing platform);
- Help in curating and capitalising LUCI's international events;
- Help in sourcing and writing LUCI editorial contents;

#### **>> Administration and finance**

*The PM contributes to LUCI's administration*

- Office management and coordination of service providers;
- In conjunction with our accounting firm, follow-up of LUCI finances & invoicing;

#### **>> Networking**

*The PM contributes to LUCI's development*

- Coordination of one or several LUCI thematic working groups;
- Contribution to network development and follow up;

### Competences

#### **Experience and knowledge**

- Master's degree in a relevant field (eg: Political science, public administration, social sciences);
- The candidate demonstrates a certain level of knowledge in the field of urban lighting and/or other urban public policies (eg: mobility, health, urban planning, design, culture...).
- 3-5 years experience in international project management, including for example EU projects;
- Experience working with local authorities and in networks are considered a strong 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 usual 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 level of autonomy and cooperatively as part of a team;
- Organisational capacities and ability to manage multiple tasks and projects concurrently;
- Willingness and flexibility to travel internationally 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:
  - **cover letter**
  - **CV**
  - **list of references**
- **Application must be in English only** to Ms Meri Lumela, President of LUCI, by email, using [recruitment@luciassociation.org](mailto:recruitment@luciassociation.org) only;
- **Application deadline: 22 August 2022 midnight CEST**; any application sent after this deadline will not be taken into account;
- Shortlisted candidates only will be contacted;
- Phone calls will not be accepted.

*LUCI is an equal opportunity employer that is committed to diversity and inclusion in the workplace.*

### **Benefits and terms 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 full time, long term (CDI) contract includes a probation period;
- The selected candidate will be offered a gross annual salary starting at 30K€ depending on qualifications and experience;
- Lunch vouchers, partial travel reimbursement and health insurance are included.

### **Other benefits include:**

- Training opportunities;
- A dynamic international team;
- A pleasant working environment;
- Part-time teleworking is possible;

Work with LUCI should start **as soon as possible**