

JOB DESCRIPTION – INTERNSHIP

MARCOGAZ, the Technical Association of the European Gas Industry, based in Brussels – Belgium, is looking for **FULL-TIME Interns** who will contribute to the implementation of the current strategy of the Association.

ABOUT MARCOGAZ

MARCOGAZ represents the interests of national and European gas associations as well as the individual gas companies' members spread across Europe. Our association has evolved its reputation over the past five decades, working closely with the gas industry, official bodies within the European Union and other influential partners.

With the support of its working groups of technical experts, MARCOGAZ is actively involved in concrete initiatives and programs to ensure the sustainable, safe and efficient development of natural gas and new gases including Hydrogen and Biomethane and the sector integration in Europe.

THE POSITION

As MARCOGAZ trainee, you will have the opportunity to work closely with the Secretary General on strategy, technical content and on communications and provide support to various Standing Committees, Working Groups and Task Forces. You will be reporting to the Secretary General.

Key Tasks:

- Support the Secretary General in implementing the decisions of the Executive Board.
- Assist the Secretary General in meetings and events
- Prepare technical content on natural gas and renewable gases like hydrogen, biomethane and other low-carbon gases, on both operation and management perspectives
- Create knowledge content easily readable by non-gas experts
- Represent Marcogaz in technical meetings as indicated by the Secretary General
- Support the communications activities of the Association like events, social media, newsletters with technical content
- Support the work of Marcogaz Committees, Working Groups and Task Forces
- Facilitate communication between Marcogaz experts and the secretariat

Required Profile:

- The ideal candidate is a **student** at Masters level, or a **recent graduate** from a well ranked University
- Knowledge of the **energy** industry, in particular the gas sector
- Excellent proficiency in **English** (written and spoken) – at native level. French as a second language is not required but is considered as an added value
- Familiarity with **ICT tools**, social media and website management
- Ability to work in a **multicultural** office and groups, with positive personality that helps the team achieve the goals and open to occasionally travel within Europe
- Ability to work remotely when required, **creative** and with excellent time and prioritizing **management abilities**.

DURATION

The starting date will be, as soon as possible, agreed with the selected candidates and the internship lasts **6 months**.

OUR OFFER

We offer an excellent opportunity to learn about the gas industry, network in the Brussels sphere and work in a multicultural environment.

There are two possibilities of the offer:

- **Internship for student:** The agreement for student traineeship is to be made between **MARCOGAZ**, the **University** of the student and the **student**
- **Internship for recent graduates:** The contract will be made as a Belgium “*Convention d’Immersion Professionnelle (CIP)*”

The offices are located at Rue Belliard 40, 1040 Brussels, and we value remote work even after Covid-19. You will be provided with a desk and access to the facilities of MARCOGAZ. **You will however need to use your own computer/laptop and mobile phone.**

HOW TO APPLY

We welcome applications from outstanding graduates/students, from any nationality, with the **right to work in Belgium**.

To apply, please send a motivation letter (ONE page) and Curriculum Vitae to HR@marcogaz.org

The deadline to apply is 30 November 2021

Due to the expected high volume of applications to be received, please note that only shortlisted candidates who fulfill the requirements mentioned above will be contacted for **assignment** and **interview**.

www.marcogaz.org

hr@marcogaz.org