

HR & Operations – Admin Assistant

Location: Brussels

Employment Type: CIP traineeship

Start Date: September 2026

This traineeship is offered under a **CIP (Convention d'Immersion Professionnelle)** contract. Applicants must already be legally entitled to undertake a traineeship in Belgium for the full duration of the contract.

Please note that GRA is unable to provide visa or work permit sponsorship for this role.

About the Global Renewables Alliance:

The Global Renewables Alliance (GRA) was established at COP27 as an umbrella organisation bringing together six leading renewable energy associations: the Global Wind Energy Council, the Global Solar Council, the International Hydropower Association, the Green Hydrogen Organisation, the Long Duration Energy Storage Council and the International Geothermal Association.

GRA was the driving force behind the combined renewable energy intervention at COP28 in Dubai, marking the largest private sector renewable energy mobilisation for renewables to date.

We are committed to a future powered by clean, secure and just energy—renewables. Through campaigns including Double Down, Triple Up – 3X Renewables, and engagement at major international moments including New York Climate Week and COP, GRA advocates for accelerated renewable deployment globally.

Key tasks and development:

Reporting to the HR & Operations Manager, you will develop your skills through a broad range of HR and operational activities while supporting the day-to-day running of the organisation.

You will support the HR & Operations Manager with the day-to-day administrative and operational activities of the organisation, including:

- Maintaining and updating organisational and employee records across internal systems.
- Updating the Stakeholder Relationship Management (SRM) database.
- Providing administrative support to colleagues across different departments.
- Supporting procurement processes by following internal procedures and maintaining relevant documentation.
- Filing and organising HR documentation, ensuring records remain accurate, complete and up to date.

- Assisting with routine HR administration, including onboarding documentation and employment records.
- Processing CEO expense claims and company credit card expenses.
- Supporting the coordination of office administration and day-to-day operational activities.
- Contributing to the continuous improvement of administrative processes as the organisation grows.

Qualifications

To fit this role, it is essential to have:

- Excellent organisational skills and strong attention to detail.
- A proactive attitude and good problem-solving skills.
- The ability to learn quickly, manage multiple tasks and adapt to a variety of responsibilities.
- A very good level of written and spoken English and French.
- A basic understanding of Belgian labour law or HR administration.
- The ability to handle confidential information with discretion.
- A collaborative attitude and willingness to learn

To fit this role, it is beneficial to have:

- A completed or ongoing Bachelor's degree in Human Resources, Business Administration, Management, Office Administration or a related field.
- Previous administrative experience through studies, internships, student jobs or volunteering.
- An interest in developing a career in HR, operations or office management.
- Good Microsoft Office, Sharepoint skills.

What we Offer

- A CIP traineeship agreement with monthly remuneration and transportation benefits.
- Opportunities to kick-start your career and develop practical HR and operations experience.
- Exposure to the day-to-day operations of a growing international organisation.
- A collaborative, inclusive work environment.
- Opportunities to work with colleagues and stakeholders from around the world.
- The chance to be part of a movement shaping the future of renewable energy.

How to Apply

Please submit your application before 23rd August to Alice at opportunities@globalrenewablesalliance.org with the subject line: "Admin assistant - Application"

Attach as separate PDF files:

- A compiled CV (maximum 2 pages) named
- A short cover letter (maximum 1 page) named

Diversity, Equity & Inclusion

At the Global Renewables Alliance, we celebrate and embrace diversity in all its forms. We believe that a wide range of perspectives strengthens our ability to drive innovation and create lasting change. We are committed to fostering an inclusive environment where everyone regardless of race, ethnicity, gender identity, sexual orientation, age, ability, or background feels valued, respected, and empowered to contribute to a renewable energy future.