

ENERGY COMMUNITY SECRETARIAT PROFESSIONAL POSITION

Vienna, Austria

The Energy Community Secretariat is one of the institutions set up under the Treaty establishing the Energy Community (the "Treaty"). The Energy Community is an International Organization with its seat in Vienna. The Secretariat has overall monitoring, coordinating and administrative functions in regard with the implementation of the Treaty by the Parties to the Treaty.

Based on the ongoing Energy Community Work Program, the Secretariat looks for a professional who is interested in an engagement opportunity at a position of

ELECTRICITY INFRASTRUCTURE EXPERT

(ref.:ecs/infrastructure/02/2020)

Interested in an international employment opportunity and committed to the core values of our institution:

Professionalism – Integrity – Cultural Sensitivity

Under the supervision of the Head of the Energy Efficiency and Infrastructure Unit, the Electricity Infrastructure Expert shall be involved in the following **tasks**:

- Assisting the Secretariat in monitoring the implementation of Regulation (EU) 347/2013 and support Contracting Parties;
- Assisting the Secretariat in preparing and implementing the process of identifying Projects of Energy Community Interests (PECIs) and Projects of Mutual Interest (PMIs), or other energy infrastructure related projects;
- Preparing, in cooperation with the project sponsors, an implementation Roadmap for each PECEI, PMI or other energy related project, collecting information on the progress and preparing regular progress reports;
- Maintaining the web PECEI and PMI monitoring tool for regular project updates and reports;
- Liaising with the relevant working groups of ENTSO-E;
- Supporting synchronisation of Eastern Partnership countries into the Continental European synchronous area;
- Designing and supporting initiatives to promote smart grids and meters, batteries and other electricity storage capacities as well as technologies that contribute to the electricity system decarbonisation;
- Analyze and draft documents related to network operation and tariffication (network codes, methodologies etc.)
- Provide input for and support the Energy Community's distribution system operators' body (EnC-DSO)
- Performing any other professional tasks as requested by the Head of Unit or the Directors.

The role requires the following **competencies and skills** from the successful candidate:

- Advanced university degree in engineering, or economy, preferably with focus in energy related fields;
- At least 5 years of relevant professional experience in the field of electricity;
- Experience in project management, and electricity infrastructure operation and tariffication;
- Knowledge of the legal framework related to the implementation of the relevant EU and Energy Community *Acquis*;
- Excellent command of English; knowledge of other languages spoken in the Energy Community is an asset;
- Capable of working in a multi-cultural and multi-disciplinary environment;
- Capable of performing well under pressure;
- Flexible and interested in developing new areas of work within the scope of the position;
- Excellent analytical and drafting skills; strong presentation and negotiation skills.

Employment

The Electricity Infrastructure Expert will be offered a contract for three years, with a probation period of 6 months, which may be renewed. The duty station is in Vienna.

Monthly gross salary will be at a level of EUR 6.644,00 that is an all-inclusive, tax exempted package of remuneration. This basic salary is subject to inflationary adjustments on annual basis. The [terms and conditions of employment](#) are based on the provisions of the Agreement between the Republic of Austria and the Energy Community regarding the seat of the Secretariat.

The commencement date of the employment shall be preferably April - May 2020.

Selection procedure and next steps

According to Article 69 of the Treaty, the Director selects and appoints the staff of the Secretariat.

The Director will be supported in the selection procedure by a Selection Committee established in accordance with item III.15. of the *Rules for Recruitment, Working Conditions and Geographical equilibrium of the Secretariat's staff of the Energy Community*. The Selection Committee will agree on the shortlist of candidates meeting best the selection criteria as referred to in this vacancy notice. Before considered for an appointment by the Director, the successful candidate will undergo a medical examination by the Energy Community's medical practitioner¹.

Shortlisted candidates will be invited for an interview to take place in Vienna at the premises of the Secretariat, at an estimated date of **9 March 2020**.

Applications and deadline

For applications to be valid, candidates must submit their application using on-line recruitment form for the position. CV's and motivation letters must be attached. The form is available here: https://www.energy-community.org/aboutus/jobs/vacancies/form_02_2020.html.

Supporting documents (e.g. certified copies of degrees/diplomas, references, proof of experience, etc.) should not be sent at this point but must be submitted at a later stage of the procedure if requested.

¹ In accordance with Article III.7 of the Energy Community Recruitment Rules

Applications have to be sent by **3 March 2020, 17:00 CET** (submission date of recruitment form) at the latest.

Applications received after the deadline will not be accepted.

Only shortlisted candidates will be contacted.

Data Protection

Please note that your personal data will be stored and processed by the Secretariat in line with and for the period required by the purpose of the recruitment procedure.

For this particular position, a reserve list shall be established. The reserve list shall include short-listed candidates and shall be valid 12 months. The recruitment procedure is deemed to be finalised once the reserve list expires.

The Energy Community Secretariat is committed to protect the right to privacy and has implemented measures to ensure data protection. If you want to learn more or have concerns, please send an email to data-protection@energy-community.org.

Should you encounter difficulties in submitting your application, please, contact recruitment@energy-community.org.