

ENERGY COMMUNITY SECRETARIAT PROFESSIONAL POSITION

Vienna, Austria

The Energy Community Secretariat is an institution 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

HEAD OF EUROPEAN GREEN DEAL UNIT

(ref.:ECS/01/2022)

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

Professionalism – Integrity – Cultural Sensitivity

Under the supervision of the Director, the Head European Green Deal Unit shall be involved in the following **tasks**:

- Lead the work of the Secretariat related to the implementation of the Energy Community Decarbonisation Roadmap;
- Lead the work of the Secretariat related to the 2030 targets setting and implementation;
- Coordinate the work related to energy efficiency, renewable energy, climate and governance, including coal regions in transition;
- Analyse and propose new acquis in energy efficiency, renewable energy and climate to be adopted by the Energy Community;
- Coordinate initiatives for technical assistance that contribute to further implementation of the Energy Community Decarbonisation Roadmap;
- Coordinate work on reviewing and making recommendations on draft National Energy and Climate Plans (NECPs);
- Cooperate with EU institutions, IFIs, bilateral donors, others in order to identify and implement the most suitable instruments for incentivizing investments supporting the implementation of NECPs;
- Coordinate daily cooperation between the Secretariat and the European Commission and other EU institutions;
- Coordinate studies and works relating to the process of rebuilding a decarbonised energy system in Ukraine;
- Manage the work of the Unit in all aspects related to the area above;
- Cooperate with other Units for fulfilling the tasks assigned;
- Other tasks as requested by the Director.

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

- University degree in engineering, economy, law or a closely related field;
- A minimum of 5 years of experience in the energy/climate sector in a public institution, preferably in an international organisation, including a minimum of 2 years of experience on managerial or policy coordinating position;
- Previous work experience in the international dimension of energy/climate policy, energy transition, decarbonization or a closely related field;
- Proven practical experience in the field of implementation of the EU energy/climate acquis.
- Previous work experience related to cooperation with IFIs and donors' community;
- Excellent command of English; knowledge of other languages spoken in the Energy Community is an asset;
- Proven experience of working in a multi-cultural and multi-disciplinary environment;
- Capable of performing well under pressure;
- Excellent analytical and drafting skills; strong presentation and negotiation skills.

Employment

The Head of European Green Deal Unit 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 8.253,19 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 1 July 2022.

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, at an estimated time of 31 May 2022, for an interview to take place in Vienna at the premises of the Secretariat.

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_01_2022.html .

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

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.

Applications have to be sent by **15 May 2022, 24:00 CEST** (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 finalized 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.