

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

Impact and Communication Officer

(ref.:ECS/19/2022)

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 Impact and Communication Officer has the following main responsibilities:

- Developing and implementing effective communication strategies to deliver Secretariat's messages to its external and internal stakeholders;
- Managing impact generation, communication, and publicity about Secretariat's activities;
- Creating compelling and engaging content that reinforces the reputation of the Secretariat and effectively communicate its public messages.

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

- University degree in journalism, communications, or a closely related field;
- At least 3 years of professional experience in executive communication;
- Proven experience in managing successfully social media (e.g. Twitter, Facebook, LinkedIn);
- Strong copywriting ability for multiple platforms and audiences (e.g. speeches, articles, reports, social media, website, newsletters);
- Capable of performing well under pressure, prioritizing tasks and operating within short deadlines;
- Proficient English language skills, both oral and written, preference will be given to near-native and native English speakers;
- Ability and willingness to work as a member of the team, with people of different cultural, and religious backgrounds, different gender, and diverse political views, while maintaining impartiality and objectivity.

Employment

The Impact and Communication Officer 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, Austria.

Monthly gross salary will be at a level of EUR 5.160 that is an all-inclusive, tax exempted package of remuneration. 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 March 2023.

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 are expected to be invited, on February 2023, 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 the on-line recruitment form for the position. CV and motivation letter, including a portfolio confirming experience in successful communication by social media, must be attached. The form is available here: https://www.energy-community.org/aboutus/jobs/vacancies/form_19_2022.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.

Applications have to be sent by **22 January 2023, 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.

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

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.