

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 with regards to the implementation of the Treaty by the Parties to the Treaty.

The Energy Community Secretariat (ECS) through the Project Management (PM) Unit implements the EU4Energy Governance project.

Based on the work of the EU4Energy Governance Project, the Secretariat looks for a professional who is interested in an engagement opportunity at a position of

Project Officer

(ref.:ECS/02/2023)

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 Project Management (PM) Unit,

The Project Officer has the following **main responsibilities**:

- Provides administrative support to the PM Unit, maintains the files of rules, regulations, administrative instructions, timesheets and other related documentation as required for the administrative purposes;
- Provides administrative support for, and ensures execution of planned and ad-hoc events and meetings organized or sponsored by the Project,
- Maintains accurate and up-to-date records and files of all physical and online meetings and events, including, but not limited to the list of participants, the agenda and the minutes of the meeting, prepares the required documents and reports of the activities within the framework of the EU4Energy Project;
- Assists in preparing, managing, monitoring and reporting on outsourced technical assistance (studies, expert support, etc.);
- Assists in preparing reports (e.g. drafting, proofreading) for further submission to the Contracting authority following the timetable of the EU4Energy Project;
- Assists to the EnCS activities, following the EU4Energy Governance Work Programme;
- Drafts and maintains routine correspondence;

- Supports the development and implementation of visibility strategy of the Project;
- Any other tasks as requested by the Head of PM Unit, Deputy Director or the Director.

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

- University degree in social sciences, economy, communications, management or closely related fields;
- Experience in organisation of physical and online events with international participants;
- Proven recent experience of working in a diverse, multi-cultural environment in an assistant or executive assistant position;
- Proven experience with procurement of services and budget projections;
- Excellent command of English;
- Experience of working in organisation with energy related background is an asset;
- Expertise/research done in energy related field is an asset;
- Demonstrated abilities to build and maintain effective working relations within and outside the organisation;
- Capable of performing well under pressure;
- Excellent organisational, prioritisation and drafting skills along with attention to detail are key;
- Advanced MS Office skills – PowerPoint, Word & Excel.

Employment

The Project Officer will be offered a contract for 37 months. The duty station is in Vienna, Austria.

Monthly gross salary will be at the level of EUR 5.160,00 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 April 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 March 2023, for an interview to take place in Vienna at the premises of the Secretariat or online.

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

Applications and deadline

For applications to be valid, candidates must submit their application using the 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_2023.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 **12 March 2023, 24:00 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 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.