

ENERGY COMMUNITY SECRETARIAT

INTERNSHIP

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

Based on the ongoing Energy Community Work Program, the Secretariat looks for a

ENERGY POLICY GOVERNANCE INTERN

(ref.:ECS/01/2025)

Under the supervision of the Head of European Green Deal Unit, the Energy Policy Governance Intern has the following **main responsibilities**:

- Contribute to developing and executing strategies to align the organization with the principles of the Green Deal, with a particular focus on energy policy governance and energy efficiency.
- Assist in monitoring the implementation of integrated national energy and climate plans' (NECPs) progress reports to be submitted by the Contracting Parties to the Energy Community.
- Collect, process, analyze, and present data relevant to the assigned tasks.
- Undertake any additional tasks as requested by the Head of Unit or the Director.

Requirements

The role requires a strong analytic mindset, attention to detail, emphasizing data confidentiality and professional ethics. Proficiency in interpersonal and communication skills is vital for collaborating in diverse work settings and engaging with various stakeholders.

Core values and competencies:

- **Professionalism:** Demonstrates a high level of competence and ethical conduct in all tasks and interactions,
- **Integrity:** Consistently upholds the organization's core values and principles in all actions,
- **Diversity:** Respects and values diverse perspectives and contributions, fostering an inclusive work environment,
- **Commitment:** Actively contributes to the attainment of organizational objectives,
- **Accountability:** Takes ownership of both individual and delegated responsibilities, ensuring their successful completion,
- **Collaboration:** Effectively collaborates with colleagues to achieve shared goals and fosters a positive, trust-based working atmosphere,
- **Result-oriented:** Drives efforts toward achieving concrete outcomes and measurable results.

Selection criteria:

- A university degree in energy, economics, law, or a closely related field.
- Experience in energy within EU Member States and/or Energy Community Contracting Parties.
- Knowledge of EU policies in energy transition (experience in energy efficiency is a plus).
- Excellent command of English.
- Enthusiasm for working in multicultural and multidisciplinary environments.

Engagement period and conditions

The Intern will be offered a contract for a period of six (6) months, with a possibility for extension, up to 12 months in total¹. The duty station is in Vienna, Austria.

The intern shall receive an all-inclusive stipend of 1,819 EUR per month. The terms and conditions of the internship are based on the provisions of the Agreement between the Republic of Austria and the Energy Community regarding the seat of the Secretariat. The Secretariat's [Procedural Act 2019/05/ECS-EnC laying down Rules for Seconded, Interns, Other Assignments and Locally Recruited Persons](#) of the Energy Community Secretariat shall form an integrated part thereof.

The commencement date of the internship shall be as soon as possible, preferably February 2025.

Non-discrimination

Any form of discrimination during the selection process is strictly prohibited, regardless of the grounds. All positions are equally accessible to any gender, with no consideration of race or creed. There shall be no favoritism towards specific individuals or nationals from any country, party, or signatory.

Application Procedure

For applications to be valid, candidates must submit their application using the online recruitment form for the position. The form is available here:

https://www.energy-community.org/aboutus/jobs/vacancies/form_01_2025.html

Please fill in all the requested fields, avoiding sentences such as "Please find this information on my CV".

The candidates are requested to submit their CV and motivation letter (max. 1 A4 page). Letter(s) of recommendation shall be considered an asset.

Applications must be sent by **29 January 2025, 23:59 CET** (submission date of recruitment form) at the latest.

Applications received after the deadline will not be accepted.

Only shortlisted candidates will be contacted.

¹ Subject to funds availability

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.

The Energy Community Secretariat is committed to protecting 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.