

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

NECP OFFICER

(ref.:ECS/28/2025)

Under the supervision of the Head of Unit, the NECP Officer shall be involved in the following tasks:

- Support Contracting Parties in the preparation, revision, and implementation of integrated National Energy and Climate Plans (NECPs).
- Provide tailored guidance and support to national administrations on NECP development and implementation, including the use of the ReportENER and ReportNET platforms.
- Contribute to the assessment of Integrated Progress Reports (IPRs), with a focus on quality assurance, data consistency, and timeliness of submissions.
- Assist in aggregating, analyzing, and interpreting data submitted by Contracting Parties, and contribute to Secretariat assessment reports.
- Facilitate regional exchange and peer learning on NECP implementation across Contracting Parties, strengthening cooperation and coherence.
- Draft internal and external reports, policy briefs, and recommendations for the Ministerial Council and other Energy Community fora.
- Perform other activities as instructed by the Head of Unit and the Director.

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Requirements

The role requires a strong service-oriented approach, 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 and stakeholders 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

Eligibility criteria:

- Citizenship of either EU Member States or of any Contracting Party to the Treaty¹
- Physical capability to fulfil the responsibilities associated with the position²,

¹ [HTTPS://WWW.ENERGY-COMMUNITY.ORG/ENC-LEX/LAW/TREATY.HTML](https://www.energy-community.org/enc-lex/law/treaty.html)

² ANY FORMAL APPOINTMENT SHALL BE SUBJECT TO CERTIFICATION BY A QUALIFIED MEDICAL PRACTITIONER, DESIGNATED BY THE DIRECTOR THAT THE APPOINTEE POSSESSES THE DEGREE OF PHYSICAL FITNESS NEEDED FOR THE POST, IN ACCORDANCE WITH ARTICLE III.7 OF THE ENERGY COMMUNITY RECRUITMENT RULES

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- University degree in economics, law, engineering, or another relevant field,
- At least 3 years of relevant professional experience in similar activities,
- Excellent communication and drafting skills,
- Excellent command of English,
- Great numerical skills.

Supplementary criteria:

- Proven working experience in preparation, revision or implementation of the NECP in the public administration of an EU Member State or a Contracting Party,
- Proven experience of working in a multi-cultural and multi-disciplinary environment,
- Effective communication skills, both written and verbal, with the ability to present findings and recommendations clearly and persuasively,
- Ability to work independently and as part of a team, managing multiple tasks and priorities effectively

Employment contract

The NECP Officer will be offered an employment as Staff Member in line with the Energy Community Secretariat's Staff Regulations under an employment contract with an initial duration of three years, which may be renewed³. The duty station is in Vienna, Austria.

The salary ranges are defined by the Energy Community budget. For this position, the Energy Community Secretariat offers a tax-exempted salary of EUR 4.928. The final remuneration will be determined based on qualifications, experience, and outcome of the recruitment process.

A system for salary ranges also allows for salary increases in the course of the employment, subject to performance criteria and availability of budget.

Other benefits consist of:

- Working in a multi-cultural environment,
- Central office location in the heart of Vienna,
- 30 working days of annual leave per calendar year.

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- Official national holidays at the duty station,
- Option for working partially from home,
- 100% coverage of accident insurance fee,
- Reimbursement of health insurance fee of up to EUR 550 monthly,
- Coverage of individual development and trainings, in line with performance appraisal report,
- Reimbursement of individual moving expenses,
- Residence Permit in the form of a Legitimation Card (Green Category),
- Option of parental leave and different categories of special leave,
- Flexible working hours,
- Professional on-boarding process,
- Compensation of overtime work in the form of time-off, up to 20 hours per month,
- Exchange of up to three public holidays per annum for personal or religious reasons,
- Business trips, if applicable for the work.
- Cross-country project exposure, if applicable for the work.

The terms and conditions of employment adhere to the provisions outlined in the Energy Community Staff Regulations.

The commencement date of the employment is expected to be in February 2026.

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.

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Shortlisted candidates are expected to be invited, in January 2026, for an interview to take place in Vienna at the premises of the Secretariat, unless specified otherwise. They may be also invited to a written test in accordance with Article III.18 of the Energy Community Recruitment Rules.

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.

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 must be attached. The form is available here:

https://www.energy-community.org/secretariat/jobs/forms/form_28_2025.html

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

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 January 11, 2025, 23:59 CET (submission date of recruitment form) at the latest.

By submitting the application, the candidate grants consent for reference and background verification.

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.

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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.

