

ENERGY COMMUNITY SECRETARIAT, Vienna

INTERNSHIP POSITION

The Energy Community Secretariat is one of the institutions set up under the Treaty establishing the Energy Community (the "Treaty"). The Energy Community is an international organisation with its seat in Vienna. The Secretariat has overall monitoring, coordinating and enforcement functions in regard with the implementation of the Treaty by the Parties to the Treaty.

Based on the adopted Energy Community Work Program and the Budget for 2018-2019, the Secretariat looks for a professional who is interested in an engagement opportunity at a position of

INTERN

[ref.: Internship/01-2019]

Objective: support of activities in the administrative and financial unit of the Secretariat with focus in the financial management (reporting and special reporting) and administration of human resources, as well as any other tasks as requested by the head of unit or directors.

Period of engagement: *as soon as possible*, preferably from February until September 2019 (8 months).

The candidate shall have the following **competencies and skills**:

- Advanced university degree in business administration, with specialization in accounting, controlling or any other related to the objective;
- Minimum 1-2 years of experience will be considered as an asset;
- Full proficiency in English;
- Interest in the overall work of the Energy Community and its Secretariat.

Application Procedure

Interested candidates shall apply in confidence directly to the Energy Community Secretariat (quoting ref.: Internship/01-2019, in subject line) to the following email address: recruitment@energy-community.org. Interested candidates are invited to study the financial and legal framework of the Energy Community and financial reports placed at our website www.energy-community.org.

The candidates are requested to submit her/his CV, motivation letter (max. 1 A4 page) as well as letter of recommendation from the appointing authority, as required under the applicable Rules: *Rules for Secondees, Interns and locally recruited persons* to the Energy Community Secretariat (see: [Procedural Act 2018/02/ECS-EnC on rules for secondees, interns, other assignments and locally recruited persons](#)).

.Remuneration: Based on Energy Community Budget for 2019, the Intern will receive a monthly stipend of EUR 1.611,60. No other remuneration of any kind shall be paid.

Application deadline: The deadline for applications for this position is **22 January 2019**, 17hrs.